

**NEVADA SYSTEM OF HIGHER EDUCATION  
PROCEDURES AND GUIDELINES MANUAL**

**CHAPTER 12**

**MILLENNIUM SCHOLARSHIP  
GOVERNOR GUINN MILLENNIUM SCHOLARSHIP**

Section 1.	Eligible Institutions.....	2
Section 2.	Eligibility Requirements .....	2
Section 3.	Certification of Eligibility by High Schools.....	3
Section 4.	Enrollment Requirements for Receipt of a Scholarship.....	5
Section 5.	Lifetime Limits .....	6
Section 6.	Students with Disabilities.....	6
Section 7.	Summer School.....	7
Section 8.	Enrollment at Multiple Institutions.....	7
Section 9.	Amount of the Scholarship .....	9
Section 10.	Cost of Attendance .....	12
Section 11.	Appeals of Initial Eligibility .....	12
Section 12.	Maintaining Scholarship Eligibility .....	14
Section 13.	Core Curriculum .....	15
Section 14.	Regaining Scholarship Eligibility .....	15
Section 15.	Transferring within Eligible Institutions .....	16
Section 16.	Refunds .....	16
Section 17.	Office of the State Treasurer .....	18
Section 18.	Institutional Certification of Enrollment .....	24
Section 19.	Limitations .....	25
Section 20.	APPENDIX A, Calendars .....	26

**NEVADA SYSTEM OF HIGHER EDUCATION  
PROCEDURES AND GUIDELINES MANUAL**

**CHAPTER 12**

**MILLENNIUM SCHOLARSHIP  
GOVERNOR GUINN MILLENNIUM SCHOLARSHIP**

**Section 1. Eligible Institutions**

Currently, eligible institutions include:

- Community College of Southern Nevada
- Great Basin College
- Nevada State College
- Sierra Nevada College (currently the only non-NSHE institution)
- Truckee Meadows Community College
- University of Nevada, Las Vegas
- University of Nevada, Reno
- Western Nevada Community College

(Added 2/07)

**Section 2. Eligibility Requirements**

Eligibility requirements correspond with the year the student graduated from high school.

The GPA required is the cumulative GPA and includes all high school courses and semesters. The GPA is not rounded. If a student graduates from a Nevada high school with a standard diploma the GPA is final and cannot be modified by coursework taken subsequent to high school graduation. Only coursework calculated in the grade point average on the high school transcript is considered for initial eligibility.

College coursework attempted by students prior to initializing the Millennium Scholarship will not be counted towards the student's initial eligibility. However, grades from college coursework completed during high school will be included in the cumulative college GPA.

A dependent student can be a "resident" for scholarship purposes if the student's parent or legal guardian has been a resident of Nevada for the required two-year period. Documentation verifying the parent or guardian residency must be submitted to the State Treasurer's Office.

High schools have established a grace period at the beginning of each semester during which a student may enroll and receive credit for that semester (usually 18 school days). For purposes of establishing eligibility for Millennium scholarship, the same grace period will apply to the residency of the parent/guardian.

If a military or diplomatic service parent's official state of residency is not Nevada, and the student meets all other eligibility requirements, they may appeal via the appeals procedure listed in section 11.

Students who are in the United States on a nonpermanent immigrant visa may not establish eligibility for the Millennium Scholarship because they would not qualify as residents per Title 4, Chapter 15 “Regulations for Determining Residency and Tuition Charges.” If a student who is not a US citizen (for example, a permanent resident) attends a Nevada high school for at least two years, s/he is eligible if all other Millennium Scholarship requirements are met. An exception to this policy allows E-2 visa holders to demonstrate residency, as required by federal law or court decisions. L1A visa holders may not establish eligibility for the Millennium Scholarship.

Students who graduate with a diploma from a program for adult learners are eligible for the Millennium Scholarship if they 1) were enrolled in a private or public high school in Nevada with a class regularly scheduled to graduate after May 1, 2000, and 2) received their high school diploma within four years of the regularly scheduled graduation date of their class and 3) meet all other eligibility requirements. All lifetime limits apply effective following the regularly scheduled graduation date.

For appeals of initial eligibility, see section 11.  
(Added 2/07)

### **Section 3. Certification of Eligibility by High Schools**

The following procedures have been established in order to clarify the process for identifying new Millennium Scholars each academic year. The **Key Date Calendar (Appendix A)** identifies student eligibility, funds disbursement, and data reporting guidelines.

1. Nevada school districts, and private high schools send lists of students who meet eligibility criteria to the State Treasurer’s Millennium Scholarship Office.
2. Non-high school graduates or otherwise qualified students who graduate from high schools out of state apply directly to the Millennium Scholarship Office on forms supplied by the Millennium Scholarship Office by mail or on the Internet. Students who graduate early are eligible for the Millennium Scholarship upon graduation and confirmation of eligibility.
3. The Millennium Scholarship Office places the students identified in (1) and (2) above who have met all eligibility criteria on a list of eligible students, stored by MSID (Millennium Student ID) # in a data system monitored by the State Treasurer’s Office.
4. The Millennium Scholarship Office sends follow-up letters to all students identified in (1) or (2) above with unverified residency or questionable eligibility and requests further information. Based on the additional information provided, a decision will be made by the Millennium Scholarship Office on whether to add the student to the list of eligible students. Students will be notified if they are ineligible.

5. The Millennium Scholarship Office notifies all eligible students by sending them an “Award Packet” and requests signed acknowledgment forms, which outline the eligibility requirements and give the opportunity to grant permission for the Millennium Scholarship Office to publicize their names. The Millennium Scholarship Office also notifies students who were reviewed under (1) or (2), if they are ineligible.
6. The Millennium Scholarship Office sends electronic lists of eligible students to NSHE Administration for certification by the Board of Regents or its designee.
7. NSHE Administration shares the eligibility lists with campuses through the Student Information System, by populating the MSID screen. MSID is updated nightly via a file provided by the State Treasurer’s Office.

## PROCEDURES FOR NAMES SUBMITTED IN ERROR

The general policy is that the award is to be rescinded. When student names are submitted in error the following steps are taken by the Director of the Millennium Scholarship Program.

1. The superintendent of the appropriate school district is contacted. School district personnel will notify the student of the error in writing.
2. A model letter and supporting Board of Regents policy and procedures language is provided to the school district personnel.
3. Assistance is offered to the school district personnel in the preparation of the letter to the student.
4. After receiving a copy of the district’s letter the Millennium Scholarship Program sends a certified letter to the student as follow-up.
5. The student is noted as ineligible in INSTEP.
6. If funds have been expended:
  - a. Confirm that the student signed or submitted online the **Acknowledgment of Award form (Forms Appendix)**. (Establishes that the student was aware of the following: “I understand and have met all eligibility requirements. I understand that if I have not met all requirements and funds have been disbursed, I may be responsible for repayment of these funds to the State Treasurer’s Office.”)
  - b. Prepare a certified letter requesting repayment of funds.
7. A “memo of record” is prepared for the State Treasurer’s office files containing the following information:
  - a. Name of district/superintendent.
  - b. Name of high school.
  - c. Student’s name/address.
  - d. Dates/log of contact with district personnel.
  - e. Copies of district/Millennium Scholarship Program letters.

(Added 2/07)

## **Section 4. Enrollment Requirements for Receipt of a Scholarship**

Colleges should ensure that Millennium scholars declare an eligible program of study, leading to a certificate, associate's or bachelor's degree, upon admission to the institution. Millennium may not be awarded to students who are undeclared, attending for job upgrade or personal interest. FOCUS report MILLMAJR should be run weekly to catch any Millennium recipients who are not enrolled in an eligible program of study. If a student fails to enroll in an eligible program of study by the end of the Millennium fiscal year for the term in question, they may not receive funding for that year.

Students may continue to utilize their Millennium scholarship after graduation with a certificate, associate's or bachelor's degree, provided they re-enroll in a new eligible program of study as a degree-seeking student and have not exceeded their scholarship balance or years of eligibility. The Millennium scholarship may not be awarded to students enrolled in graduate degree programs (see below for definition regarding graduate *credits*, not to be confused with graduate *programs*).

Eligible programs of study include all those leading towards a recognized bachelor's or associate's degree, or a certificate program.

Credit hours associated with remedial/developmental courses can be applied toward semester credit hour eligibility requirements (i.e. 6 credits at the community colleges and 12 credits at universities or state college).

Repeat/retake courses are eligible for Millennium Scholarship funds and will be included in the institutions' enrollment reports. All campuses will ensure that repeat/retake courses are included in the end-of-term credit reporting.

National Student Exchange and Studies Abroad participants may receive Millennium Scholarship funds if their credits are registered at a NSHE institution or Sierra Nevada College. The students must register for credits, pay and be counted as an FTE at the institution.

Correspondence courses, Credit-by-Exam and audited courses are excluded from Millennium Scholarship payment.

Undergraduate students enrolled in graduate level courses are approved for payment only if the course is required for the student's program of study *as published in the institution's catalog* (in other words, not as approved by an advisor for course substitution). Institutions must maintain documentation (it is suggested to use the NOTE screen) of payment for graduate credits.

### Non-term Academic Calendars

In some instances, institutions use non-term academic calendars to accommodate specialized training programs, such as police academies and accelerated vocational training.

The Federal Student Aid Handbook identifies non-term program as:

- programs that measure progress in clock hours;
- courses that do not begin and end within a set period of time;
- courses that overlap terms;
- self-paced and independent study courses that overlap terms; or
- sequential courses that do not begin and end within a term

For the purposes of funding Millennium scholars enrolled in non-term programs it is acceptable to fund students in multiple payment periods as long as federal financial aid guidelines are followed with respect to meeting the definition of a non-term program and assessing successful completion (see 3-10 FSA Handbook Vol. 3 – Calculating Awards and Packaging, 2005-06).  
(Added 2/07)

## **Section 5. Lifetime Limits**

The maximum total Millennium Scholarship award is \$10,000. The remaining balance is updated on the MSID screen in SIS, at the end of Fall and Spring. Summer disbursements are recorded on MSID from October through December.

Students may receive the Millennium during the eight or six (defined by their graduation year) academic years following their high school graduation date. If a student does not use his/her Millennium scholarship immediately after high school, he/she will remain eligible as long as he/she meets continuation requirements and activates his/her scholarship during the eight or six year limit. The expiration date occurs immediately after the spring term in the eighth or sixth year, with the exception of the class of 2000.

An exception to the limitations of section 5 is made for qualified students who serve on active duty in the United States Armed Forces. Time served on active duty, not to exceed six years, will not apply to the limitations in section 5. Eligible students must complete the **Military Duty Application for Extension (Forms Appendix)** and return it to the NSHE Administration Northern Office – Academic and Student Affairs.  
(Added 2/07)

## **Section 6. Students with Disabilities**

Students who have a documented physical or mental disability or who were previously subject to an individualized education program under the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq., or a plan under Title V of the Rehabilitation Act of 1973, 29 U.S.C. §§ 791 et seq. are to be determined by the institution to be exempt from the following Millennium Scholarship eligibility criteria:

- a. 6 year application limitation following high school graduation set forth in section 5;
- b. minimum semester credit hour enrollment levels set forth in sections 4 and 12; and
- c. time limits for expending funds set forth in section 5.

To receive funding under a reduced credit load, students must request their institutions to complete the **Millennium Students with Documented Disabilities** form each semester (Forms Appendix), to be faxed to the Treasurer's Office.

Students may regain eligibility under a reduced credit load, noted on the **Millennium Students with Documented Disabilities** form each semester (Forms Appendix), to be faxed to the Treasurer's Office. The completed form may be submitted anytime before the end of the semester for which funding is requested. Should the student begin the term under regular funding criteria and then submit the form after receiving their Millennium Scholarship, funding may be reduced and the student's full refund (if approved by the institution) will be returned to the Treasurer's Office.

(Added 2/07; A. 3/07)

## **Section 7. Summer School**

Millennium Scholarship recipients may enroll in and receive the scholarship for summer term as long as they meet all continuation and degree-seeking requirements.

To receive funding for summer, students must have either received the Millennium Scholarship at an eligible institution the spring prior, or are already enrolled in the minimum number of credits required for the institution for the following fall term. Students may be funded from .5-12 credits (this exception to the minimum number of credits applies to summer enrollment only).

Students must pre-pay for summer courses and then are reimbursed the same per credit amount as for fall and spring terms (up to 12 credits systemwide), for courses passed with a grade of "D minus" or better, regardless of term or overall GPA. There are no minimum enrollment requirements for Summer funding. Further, students cannot lose eligibility based upon summer term work. Students are reimbursed after the end of the Fall add/drop period (approximately mid-September) and no later than October 10.

Institutions must use MSDS to determine whether the student has already received a Millennium Scholarship disbursement for the current term at another institution.

The summer funding request occurs at the same time as the Fall request, and summer student information is sent to the Millennium Scholarship Office from October 1 through December 31.

For summer reimbursements institutions need to request the exact number of credits enrolled by students and amount of funding, and should not request any amount other than that identified by FOCUS Report MILLFUND. This is the report that should be used to identify and package (manually) summer Millennium Scholars.

(Added 2/07)

## **Section 8. Enrollment at Multiple Institutions**

Millennium scholars may be funded to a maximum of 12 credits per semester across all eligible institutions. Millennium students must enroll in and complete at least 6 credits at a community

college or 12 credits at a university, state college, or Sierra Nevada College, to maintain scholarship eligibility, in addition to applicable GPA requirements.

Millennium recipients may be dual-enrolled between a 4-year institution and community college if a portion of the credits required for full-time status are concurrently taken at another NSHE institution under an approved **Dual Enrollment Form (Forms Appendix)** (see dual enrollment section below).

Millennium recipients may be co-enrolled between two community colleges **if** they meet the minimum 6 credit minimum requirement at each institution. In this case, a student may be funded for 6 credits at each institution, up to a maximum of 12 credits per term.

Institutions will receive report ASISMLL2P (Mill Students Co-Enrolled in Spring 2006 or Later With > 12 Credits) in their print queue daily, to identify students who are co-enrolled at NSHE institutions, and also those who were funded for 12 or more credits. These reports should be processed immediately to reconcile students who are attending more than one institution. Institutions may also wish to develop FOCUS reports based on the Millennium Disbursement (MSDS) screen in SIS.

If the student is enrolled in 12 credits at a state college or university and also at a community college, the community college must retract the student's Millennium scholarship. If the student is enrolled at two community colleges, the colleges must work together to cooperatively fund the student, for 6 credits per college. The student may not be funded more than 6, or less than 6 credits per college.

#### Dual Enrollment Agreement

Since the inception of the Millennium Scholarship Program, the **Dual Enrollment Form (Forms Appendix)** has existed. It was created to recognize that there may be coursework required for a degree that is not taught at the home institution. As an example, the University of Nevada, Reno has an interior design degree that includes some coursework taught only at TMCC. The Dual Enrollment Form is used to verify that the student is in that degree program and is enrolled for those specific courses. It permits the two schools to each pay separately for the credits at their school while the total enrollment allows the student to be eligible for the scholarship.

The student must enroll at a host institution for that specific coursework and transfer the credits back to the home institution. If the course becomes available at the home institution, the dual enrollment agreement may not be used.

Remedial coursework that is part of the aforementioned regular course of study may also constitute a dual enrollment situation for the purpose of determining eligibility by considering the total enrollment of the student at the two schools. However, as of Fall 2005, Millennium Scholarship funds may not be used for payment of remedial courses. Regular coursework only may be considered for payment of the scholarship.

Like the consortium agreement, the student must be in good standing and maintain satisfactory academic progress at the home institution while enrolled for coursework at the host institution.

Unlike the consortium agreement, dual enrollment is an agreement for an individual student. There is no blanket agreement between schools. The centralized database of the Millennium Scholarship Program monitors payments by individual students. Each student who meets the

dual enrollment criteria submits the form to the home institution. That institution verifies the student's enrollment at their school and also the enrollment at the host institution. If the student meets the requirements, the home institution pays only for the credits in which the student is enrolled at their campus. The form is faxed to the host institution that pays for the credits the student is enrolled at that campus. Both approvals are sent to the Millennium Scholarship Office to monitor the total enrollment and completion of credits and GPA earned by the student at the two schools. It is a completely manual process that falls outside the automated procedure for Millennium Scholarship eligibility, disbursement, and reconciliation.

In the example of UNLV and CCSN, UNLV would pay for the regular coursework after verifying that the student, through the submission of a dual enrollment agreement, is enrolled at CCSN. If the credits were remedial, CCSN would not pay the scholarship for those credits. Both copies of the agreements would be submitted to the Millennium Scholarship Office, so they would know that the student meets the full-time definition for eligibility.

The Dual Enrollment agreement may not be used to allow students to regain eligibility, only for funding.  
(Added 2/07)

## **Section 9. Amount of the Scholarship**

Total semester disbursements may not exceed the cost of 12 credits per semester across the NSHE and Sierra Nevada College, based on dollar-per-credit rates set by the State of Nevada for the Millennium Scholarship.

Effective Fall 2005, Millennium funds cannot be used to pay for remedial/developmental courses defined as any course with a course number less than 100. However, remedial course enrollment may be used towards the six or twelve credit enrollment requirements. Millennium-eligible units are displayed on the SENR screen in SIS. A field on CLFG identifies a course as remedial. Institutions should not assign a course number less than 100 for a non-remedial course.

Students are required to pay for any costs that are above the amount of the scholarship received. It is the responsibility of the student to notify the institution if they choose not to use their Millennium scholarship for a given term. This must be done each term, and prior to the end of the 100% refund period. Students may not "refuse" their Millennium scholarship after the end of the 100% refund period. Institutions must document that the student has refused their Millennium scholarship (it is suggested to use the NOTE screen).

### **NSHE/SIS Packaging**

Initial Packaging: Approximately June 15, after the Treasurer's Office has confirmed eligibility data for continuing students, institutions may begin packaging for the next award year.

Initial funding will be paid to the student each fall and spring semester before the start of the semester, at either the 12 credit level (universities, state college, GBC upper division) or the 6 credit level (community colleges). Additional funding will be paid to the student based upon SIS FOCUS data reported the day after the last day of the add/drop period, up to 12 credits per term, across all eligible institutions.

Institutions must use MSDS to determine whether the student has already received a Millennium Scholarship disbursement for the current term at another institution.

A student is eligible for Millennium during the 50%, 75% or 90% refund period, with the award being reduced according to the refund percentage.

The packaging process is as follows:

1. Package students who do not have FAAP screens. Change parms in Job Submittal (J\*FE) for UCMMILLR (report mode) and UCMMILLB (update mode). Run UCMMILLR first, to analyze results and adjust parms accordingly. Run UCMMILLB, which will create initial awards for students. This batch job should be run at least weekly. Process error reports that are generated immediately.
2. Package students who DO have FAAP screens. Change parms in Job Submittal for UCMMIL2R (report mode) and UCMMIL2B (update mode). Change the same parms as in step 1, but also add your institutions DCMT code for a received FAFSA. Again, run report batch job first, analyze, and run update job. Run at least weekly and process error reports immediately.
3. Run FOCUS report MILLFAAP to pick up any students that did not package in steps 1 or 2. Run at least weekly. Manually package these students.
4. Run FOCUS report MILLFAAP, but change the eligibility flag to "N", to check for students who are packaged but are not eligible.

There are students for whom their MSID data (DOB and SSN) do not agree with SIS data, or match another student's information. These students' SSN is changed to zeros on MSID. Institutions must run the FOCUS report MILZSSN (for SSN issues) and MILDOB (for date of birth issues) at least once per month, to clean up data. (See also instructions for ASISMILLP below).

UCMMSDNX is a report that is usually run nightly and may be delivered to either Admissions and Records or the Financial Aid office. This report indicates students who have conflicting information (date of birth and/or social security number do not match between MSID and NAME). It should be worked on a daily basis. This report is also stored in XNET for two years. In cases where a discrepancy exists between the date of birth on MSID and SIS, the student's application for admission shall be the official record.

### NSHE/SIS Disbursements

Institutions may choose to disburse Millennium funds to student accounts earlier than Title IV funds, if the institution is willing to "float" the disbursements. Residual checks to students should not be sent out, however, until other financial aid funds have been applied to students' accounts.

1. If you elect to disburse early, create a Millennium disbursement job in Job Submittal for batch job SFADISBB. Run at least weekly. The error report prints to XNET. Institutions should analyze the report to determine why students did not disburse and resolve errors immediately.
2. If you elect to disburse with other financial aid, add your Millennium fund code to batch job SFADISBB in Job Submittal.

3. Run FOCUS report DISBMILL to pick up any students that did not disburse automatically in steps 1 or 2. Manually disburse these students. Do NOT use DSBO to disburse, as it is based on actual units and not Mill units. Use AJST to disburse Millennium funds, taking care to notice the Mill units on the FOCUS report. Make sure that staff have adequate training on AJST to ensure that SIS “leafing” problem (student is not always carried over to AJST) is noted. To disburse using AJST:
  - a. Check SENR Mill units.
  - b. Check SDSB to ensure student has not been disbursed.
  - c. Check SASH for correct amount to disburse.
  - d. Go to AJST. Ensure that the student you are working on appears on the screen. Sometimes, if another staff member is also disbursing funds, your student will not appear on AJST. If this happens, go back to SASH, pull up your student, and then go back to AJST.
  - e. Disburse funds on AJST as usual.

Note: Institutions are not required to disburse funds to students if they have not yet received their Millennium, and they would be ineligible at time of payment (i.e. originally in the correct enrollment and dropped classes below that level).

Institutions will receive the ASISMILLP report in their print queue weekly, on Friday morning. This consists of two reports: 1) Mill Amounts With Total on SDSB For All Terms or Total Bal > 10000 and 2) SDSB Records for (institution name) Without Matching SSN on MSID. These reports are used, to identify students who have been disbursed Millennium funds without a corresponding MSID, and Millennium scholars who have received disbursements in excess of \$10,000. Process reports no later than the following Thursday. To process:

1. No MSID – look for the student by last name (MSLX) and/or SSN (MSIX). If you find a match, work with the Admissions and Records staff to add the person ID to MSID. (Institutions may establish their own policy as to verification of SSN/DOB.) This person should drop off the report the following week. If you do not find a match, you have disbursed Millennium in error and should withdraw the funds.
2. Payments in excess of \$10,000 – check SDSB to see if you have an irregular disbursement (disbursement type of “s”, etc.). Correct if necessary. If disbursements appear accurate, contact the Treasurer’s Office to research disbursements. If you have over-disbursed the student past their eligibility, withdraw the funds. If you believe that the student has been disbursed at multiple institutions, work with the other institution to resolve. The MSDS screen can be used to assist in resolving these issues.

Disbursements should not be made on weekends. The batch job runs Monday through Friday only, therefore disbursements that are made on Saturday, Sunday or holidays will not be selected for transmission to the Treasurer’s Office. If institutions choose to disburse on a weekend or holiday, adjustments to the parms for UCMMSDNX must be made. Change the “from” date (LMO FROM DATE TO SELECT) for UCMMSNX to include the weekend/holiday date, then change back to \$CYMD the next day.

(Added 2/07)

## Section 10. Cost of Attendance

Students receive a predetermined amount of money per credit per semester based on the type of eligible institution they attend. Funds that exceed the cost of fees may be used for registration fees, class fees, laboratory fees and expenses; required textbooks and course materials; and other costs related to attendance. Costs of attendance shall be defined by the institution and shall include, but not be limited to; all costs defined under federal financial aid guidelines.

In no case may the total of all financial aid and scholarships exceed the cost of attendance at the eligible institution the student attends.

The scholarship is first applied to the student's account at the attending institution. Any amount left after fees have been paid can be used for other costs related to the student's attendance, such as books, room and board, etc. in accordance with NRS 396.934 (5).

At the time of filing income tax forms, students are encouraged to consult with a qualified tax advisor.

(Added 2/07)

## Section 11. Appeals of Initial Eligibility

See section 2 for eligibility requirements.

### Appeal Procedures

If a student is not on the eligibility list provided by the Millennium Scholarship Office to NSHE and wants to appeal the decision that they are ineligible, they shall complete an **Initial Eligibility Appeal Form (Forms Appendix)** and return it to the NSHE Administration Northern Office – Academic and Student Affairs. The NSHE Administration staff will track and review appeals.

- For problems related to GPA, Proficiency Examination Scores, or ACT/SAT scores, documentation must be submitted to the NSHE Administration – Academic and Student Affairs by the official agency providing the scores.
  - GPA - high school/school district
  - Proficiency Examination Scores - high school or State Department of Education, as appropriate
  - ACT/SAT (for non-high school graduates) - the testing agency
- For problems concerning residency or other criteria resulting in ineligibility, the student and parents/guardians provide evidence of eligibility.
- If a determination can be made for eligibility based on clear and convincing facts, NSHE Administration notifies the student and the Millennium Scholarship Office that he/she will be recommended for approval to the Board of Regents or its designee.

- If a positive determination cannot be made based on the facts of the case, NSHE Administration forwards the appeal packet to the Appeals Committee for review and decision (see next page, Appeals Committee Hearing Procedures) and notifies the student of the date and time of the appeal hearing.
- NSHE Administration notifies the student and the Millennium Scholarship Office of the Appeals Committee decision.
- If the student becomes eligible, the Millennium Scholarship Office adds the student to the list of Millennium Scholarship recipients.

### Hearing Procedures

1. Notice of Appeal. The student, parent or legal guardian must submit the **Initial Eligibility Appeal Form (Forms Appendix)** to the Nevada System of Higher Education (NSHE). The NSHE will review the appeal and place the student on the list of eligible students if, based upon all the information provided, the student meets all eligibility criteria. If the student does not meet all eligibility criteria, the NSHE shall give notice of the appeal hearing as provided in paragraphs 2 and 3 below.
2. Time of Hearing. The appeal shall be placed on the meeting agenda of the Millennium Scholarship Appeals Committee, as soon as legally possible, in accordance with the requirements of the Nevada Open Meeting Law, after receipt of the appeal. In accordance with the Nevada Open Meeting Law, NRS 241.033, the student must receive notice of the hearing by certified mail 21 working days before the meeting or by personal delivery 5 working days before the meeting. In order to expedite the hearing process, the student and parent or legal guardian shall be requested to sign and return a waiver of the 21 working day notice requirement. The waiver will be included on the **Appeal Form for Initial Eligibility**. If the waiver is not signed and returned, the hearing must not take place until 21 working days after the student has been sent notice of the hearing by certified mail.
3. Notice of Hearing. The student and parent or legal guardian shall be notified by certified mail, of the following:
  - a. The date, time and place of the hearing, if the waiver is signed. If the waiver is not signed, the subsequent date, time and place of the hearing.
  - b. The appearance of the student, parent or legal guardian at the hearing is not compulsory and a nonappearance will not prejudice the appeal.
  - c. If the student, parent or legal guardian appears at the hearing, any presentation before the Committee is limited to the factual claim of error listed on the Initial Eligibility Appeal Form. The hearing is informal and shall be limited to the time allowed on the Committee's agenda.
  - d. Documentary evidence in support of the appeal may be submitted at the hearing, or if submitted by mail, must be received before the date set for the hearing.
  - e. In accordance with the Nevada Open Meeting Law, NRS 241.030 and 241.033, the appeal will be heard by the Committee in closed session. The appeal is heard in closed session in order to protect the privacy of the student.

4. Decision is Final. The decision of the Millennium Scholarship Appeals Committee is final, and is not subject to appeal.  
(Added 2/07)

## **Section 12. Maintaining Scholarship Eligibility**

Students must maintain minimum eligibility and continuation requirements, based upon their high school graduation year. See section 14 for regaining eligibility.

Students enrolling in a mixture of remedial and non-remedial courses must satisfactorily complete credit hour and GPA requirements on all of their semester enrollments (including remedial credit hours).

Beginning January 1, 2006, all students with initial Millennium Scholarship eligibility occurring after May 1, 2003 must maintain a 2.60 semester grade point average for each *semester* during their first year of enrollment (first year is defined as less than 30 credit hours earned, counting coursework at all eligible institutions); and maintain a 2.75 semester grade point average for each semester thereafter.

GPA eligibility criteria for students with initial Millennium Scholarship eligibility occurring before May 1, 2003 have not changed. These students are still required to maintain a *cumulative* 2.00 GPA.

Approximately two to three weeks after the end of each term, the batch job UCMMSDNX is updated by each institution to begin sending data for that term. The job continues to run each night, Monday through Friday (excluding holidays), and picks up any data that has been changed for a student. After the new term has been updated, if institutions make any disbursements on the previous term, they must also complete an **Authorization to Correct Student Record (Forms Appendix)** and fax it to the Treasurer's Office. The Treasurer's Office staff will send an e-mail to the institution confirming the correction.

Institutions may continue to make adjustments via this form until the end of the annual reconciliation for that term, after which no further adjustments may be made until such a time as a "one-time" clean up is approved by the State Treasurer and the NSHE Chancellor or their designees.

(Added 2/07)

## Section 13. Core Curriculum

The Board recognizes the importance of a rigorous high school curriculum in adequately preparing students to succeed in college-level courses. Therefore, a student who graduates from a Nevada high school in Spring 2009 and thereafter must successfully complete the following curriculum in high school to be eligible for the Millennium Scholarship:

High School Course	Units
English	4
Math (including Algebra II)	4
Natural Science	3
Social Science and History	3
<b>TOTAL</b>	<b>14</b>

(Added 2/07)

## Section 14. Regaining Scholarship Eligibility

If a Millennium Scholarship recipient fails to maintain the conditions of continuing eligibility as required in section 12 eligibility may be regained under the following conditions:

Eligibility will be reinstated if the student subsequently enrolls without Millennium Scholarship support at an eligible institution for the credit hours and grade point average required in section 12 for the semester enrolled. The student must thereafter maintain the grade point average required in section 12.

Beginning in Fall 2005, all entering and continuing students who lose eligibility more than once (from Fall 2005 forward) will no longer be eligible for a Millennium Scholarship.

The Dual Enrollment agreement may not be used to allow students to regain eligibility, only for funding.

Effective Fall 2006, if a student (1) informs either the institution or the Treasurer's Office that s/he is enrolled in pass/no-pass course(s); and 2) has subsequently become ineligible due to GPA and 3) the coursework completed by the student for a semester in which s/he has received funding included pass/no-pass courses, then the letter grade the student would have received for the pass/no-pass course(s) may be considered for GPA calculations in order to reinstate or maintain eligibility. Institutions will be asked to contact the student's instructor(s) to obtain the student's letter grade for each completed course(s). The grade(s) will be averaged with the student's regular coursework. If the average is equivalent to the appropriate required GPA, the student will be considered eligible, assuming all other criteria are satisfied. The financial aid director must submit this information in writing via the **Authorization to Correct Student Records** form to the Treasurer's Office, and data will be manually entered into INSTEP. Documentation will be included under "Notes" in the INSTEP system.

In the case of irregular terms, credits for the irregular term are reported with the next sending term, as follows:

<u>Class Ends</u>	<u>Reporting Term</u>
Prior to end of Fall	Fall
Between end of Fall and end of Spring	Spring
Prior to end of Summer	Summer
Between end of Summer and end of Fall	Fall

(Added 2/07; A. 3/07))

## **Section 15. Transferring within Eligible Institutions**

A student receiving a Millennium Scholarship who transfers to another eligible institution shall continue the Millennium Scholarship provided that the student has maintained eligibility as defined in section 12. After transferring, a student must meet all the conditions of section 12 at the new institution in order to remain eligible for the Millennium Scholarship.

Students transferring from non-eligible institutions to an eligible institution will receive the Millennium Scholarship if they are eligible under section 2. After transferring and activating the scholarship, students must meet all conditions of section 12 at the eligible institution in order to remain eligible.  
(Added 2/07)

## **Section 16. Refunds**

Any refund that would normally be given to a student who has withdrawn from courses for which Millennium Scholarship support has been given, shall be transferred to the Millennium Scholarship Trust Fund, administered by the State Treasurer.

If the student has not paid their portion of their fees and has been assessed late fees, the late fees must be removed from the student's refund calculation. In other words, the Millennium Scholarship may not be used to "pay" late fees during the refund procedure.

A student is eligible for Millennium during the 50%, 75% or 90% refund period, with the award being reduced according to the refund percentage.

### Refund Procedures

1. Initial funding will be paid to the student each fall and spring semester before the start of the semester, at either the 12 credit level (universities, state college, GBC upper division) or the 6 credit level (community colleges). Additional funding will be paid to the student based upon SIS FOCUS data:
  - a. reported for the refund period, with the award reduced according to the refund period, up to 12 credits per term, across eligible institutions. For example, during the 50% refund period at a community college, students would be funded at \$20 per credit.
  - b. reported the day after the last day of the add/drop period, up to 12 credits per term, across all eligible institutions.

2. If the only funding sources are the student's actual contribution and the Millennium Scholarship contribution and the student receives a refund due to dropping classes, the total amount of the resulting refund is transferred to the Millennium Scholarship trust, administered by the State Treasurer, up to the amount of the actual disbursement/contribution. A payment made by a student's prepaid tuition plan is treated as a regular payment by the student toward their contribution. Examples:
  - a. Student enrolls in 13 credits at a community college, and drops three credits during the 50% refund period. The student would receive an initial disbursement of \$240 prior to the start of the term. He/she would then receive their additional disbursement of \$160 (to fund them for 10 credits for the term) as well as 50% of two of the credits (\$40) for a total term disbursement of \$440. The student does not receive 50% of the 13<sup>th</sup> credit, due to the 12 credit funding limitation. In this case there is no refund to send to the State Treasurer.
  - b. Student enrolls in six credits at a community college, and drops all classes during the 100% refund period. If the refund is \$400 (as an example), the \$240 Millennium disbursement is pulled back and returned to the Treasurer.
  - c. Student enrolls in six credits at a community college and drops all classes during the 50% refund period. If the refund is \$150 (as an example), the entire refund is pulled back and \$150 is returned to the Treasurer.
3. In the case of a student who has received a 100% refund after the "Annual Reconciliation" deadline, documentation is submitted to the State Treasurer's Office to restore eligibility for the student. The institution will retain the Millennium portion of the student's refund and the student will receive only the non-Millennium portion of the refund. The Millennium portion of the refund is transferred to the institution's fee distribution account. In such cases, the student's INSTEP account would continue to show funds expended for the term and therefore, in keeping with the intent of the campus appeal committee, the student's account would be manually adjusted to indicate that the student is currently eligible.
4. An exception to the refund procedures above occurs when the funding sources are Pell Grant or other Title IV aid and the Millennium Scholarship contribution, and the student receives a refund due to dropping classes. As a Pell Grant recipient for the same semester, all financial aid funds are reverted to the federal government, per federal guidelines, in lieu of providing the refund to the Millennium Scholarship Trust Fund. In such cases, the student's INSTEP account would continue to show the Millennium payment for that term, the student would be classified ineligible for the Millennium Scholarship, and a strike would be applied. If the federal Return to Title IV Funds calculation results in a refund to the student, the total amount of the resulting refund is transferred to the Millennium Scholarship Trust Fund, administered by the State Treasurer, up to the amount of the actual disbursement/contribution. In this case, the student's INSTEP account would show the Millennium payment for that term, minus the refund, the student would be classified ineligible for the Millennium Scholarship, and a strike would be applied.

5. Further, an additional exception to the refund procedures noted above may occur in the case of a student who is also receiving a Pell Grant or other Title IV aid, and has been granted campus committee approval for an exception to the 100% refund deadline. As a Pell Grant recipient for the same semester, all financial aid funds are reverted to the federal government, per federal guidelines, in lieu of providing the refund to the Millennium Scholarship Trust Fund. In such cases, the student's INSTEP account would continue to show funds expended for the term and therefore, in keeping with the intent of the campus appeal committee, the student's account would be manually adjusted to indicate that the student is currently eligible. Institutions complete the **100% Refund and Incomplete Grades** form (Forms Appendix) and fax to the State Treasurer's Office. State Treasurer's staff must enter a reference in "NOTES".
6. Another exception to the refund procedures noted above may occur in the case of a student for whom a residual check was mailed and returned by the post office, or if the check is stale dated and has not been cashed. The institution must make every attempt to return the check to the student, and maintain documentation of their due diligence efforts.
  - a. If the institution is not able to contact the student and the Millennium fiscal year has not yet closed, then the check may be redeposited, and the Millennium disbursement may be pulled back for the student (up to the amount disbursed) and the dollars returned to the Treasurer.
  - b. If the Millennium fiscal year has closed, and the institution has been unsuccessful in contacting the student, then the check falls under the NSHE "Escheatment" policy and the monies may be retained by the institution. No adjustment is made to the student's Millennium disbursement.
7. Under no circumstances may a student be allowed to repay their Millennium Scholarship after the 100% refund period in order to regain eligibility. If the student has not yet cashed their residual check and still has possession of the check, they must cash the check – it may not be returned to the institution.

(Added 2/07)

## **Section 17. Office of the State Treasurer**

### Distribution of funds:

1. According to the **Key Date Calendar (Appendix A)**, each institution will generate FOCUS report MILLFUND on the day after the last day of the add/drop period, summarizing the total Millennium enrollment credits, and communicate this to the NSHE System Administration office. Summer school attendance is submitted at the same time as fall (see section 7).
2. Each institution has an individual add/drop period. One business day after the last applicable individual add/drop period, NSHE System Administration will verify the funding requests against FOCUS report MILLFUND. NSHE System Administration will submit an invoice to the State Treasurer's Millennium Scholarship Program Director.

The Sierra Nevada College Financial Aid Director submits the “SNC Initial Request” form to the Millennium Scholarship office according to the Key Date Calendar. The Millennium Scholarship office will confirm student eligibility and balance remaining in student account prior to funding, and will process the payment. These estimates will be the basis for an *initial* advancement of funds. Late funding requests will be processed with the next funding request according to the Key Date Calendar.

3. The Millennium Scholarship program Director and staff will review and submit the invoice for approval. The payment voucher will be processed and, according to State of Nevada procedure, the funding will settle in the NSHE account within three to five days. NSHE System Administration and Sierra Nevada College receive the initial advance from the Treasurer. These funds cover:
  - a. total estimated NSHE community college eligible students x number of credits (\$40 lower division );
  - b. total estimated NSHE community college eligible students x number of credits (\$60 upper division);
  - c. total estimated NSHE state college eligible students x number of credits (\$60); and
  - d. total estimated eligible students at other eligible institutions x number of credits (\$80).
4. The NSHE System Administration Office transfers the funds to each NSHE institution.
5. For additional funding, according to the Key Date Calendar, System Administration and Sierra Nevada College will be provided with an INSTEP disbursements report, which will be forwarded to the institutions for comparison with SIS disbursements. Errors/discrepancies must be reported to the State Treasurer’s Office on the 6<sup>th</sup> business day, after which the NSHE invoice will be submitted.

These estimates will be the basis for an *additional* advancement of funds (based on the term reconciliation). Late funding requests will be processed with the next funding request according to the Key Date Calendar.

6. On January 31, following the end of the Annual Reconciliation Process, a *final* funding request will be made based on the INSTEP disbursement report. System Administration will provide each institution with SIS disbursements. Error/discrepancies/adjustments must be reported to the State Treasurer’s office on or before the last working day of January. The Sierra Nevada College Financial Aid Director will work directly with the State Treasurer’s office staff.

These estimates will be the basis for a *final* advancement of funds based on the annual reconciliation. Late funding requests will be processed with the next funding request according to the Key Date Calendar.

7. After the “Annual Reconciliation” has been completed on January 31, no funding adjustments will be made regardless of the circumstances. The only exception is the occurrence of a “one-time” clean up approved by the State Treasurer and NSHE Chancellor or their designees.

## NSHE Reconciliation Procedures

NSHE procedures will require all institutions to reconcile Millennium Scholarship funds every term. In addition, the NSHE System Administration will complete an annual reconciliation for the Millennium fiscal year, beginning with summer, fall, spring. Reconciliations will take place according to the **Key Date Calendar (Appendix A)**.

### A. Term reconciliation

It is required that each institution reconcile the Millennium Scholarship funds every term. This reconciliation is due six weeks after the end of each semester. Institutions will also receive prior term reconciliation reports for the active fiscal year, every two months throughout the year, to spot check.

- a. Payment will be made based upon data from the State Treasurer's INSTEP system. INSTEP data is sent to NSHE System Administration according to the "Key Date Calendar". Comparing the INSTEP report to SIS disbursement data for that term, institutions will work with the State Treasurer's office to resolve discrepancies. Analysis of INSTEP and SIS payments posted in the State's accounting system (BSR) shall be made on an annual basis.
- b. The State Treasurer's Office staff will approve the Term Reconciliation data. A "Request for Payment Explanation" form will be completed as needed by Treasurer's office staff.
- c. INSTEP accounting reports will include:
  - i. Institution detail disbursement report lists by term: MSID, name, total disbursement, credits earned, cumulative GPA, term GPA, eligibility status and reasons.
  - ii. Institution Disbursement Summary by term, including: number of students who utilized funds, did not utilize funds, and total amount disbursed.

### B. Annual reconciliation

NSHE procedures will require all institutions to reconcile Millennium Scholarship funds every term. In addition, the NSHE System Administration will complete term reconciliations as listed above. Reconciliations will take place according to the **Key Date Calendar (Appendix A)**.

- a. The State Treasurer's Office will submit the "Annual Reconciliation" form to NSHE System Administration according to the "Key Date Calendar". The reconciliation will include the summer, fall, and spring semester of the same school year (for example, summer 2004, fall 2004, spring 2005). No manual adjustments may be made after the designated deadline for the annual reconciliation with the exception of an approved "one-time" clean up.
- b. Reconciliation of INSTEP and SIS with payments posted in the State's accounting system (BSR) shall be made in December. A final check will be made just prior to January 31. INSTEP accounting reports will include:
  - i. Institution detail disbursement report lists by term: MSID, name, total disbursement, credits earned, cumulative GPA, term GPA, eligibility status and reasons.
  - ii. Institution Disbursement Summary by term, including: number of students who utilized funds, did not utilize funds, and total amount disbursed.

C. Submitting request for payment

Based upon a cooperative review (between NSHE System Administration and the State Treasurer's office) of the term reconciliation data and the annual reconciliation data, the NSHE System Administration will submit an invoice to the Executive Director in the State Treasurer's office via e-mail or facsimile. The State Treasurer's Office will fund the invoice within five business days via electronic funds transfer.

Office of the State Treasurer – Accounting for Scholarship Payments and Internal Controls

- A. Integrated Nevada Scholarship Tracking and Eligibility Program (INSTEP) purposes:
- a. Initial eligibility data submitted by county school districts, private high schools, GED, home school and Nevada resident out-of-state applicants is stored by MSID#.
  - b. Continued eligibility received and stored; data transmitted by NSHE Student Information System (SIS) includes institution attended, year, semester, term GPA, cumulative GPA, progress degree, scholarship amount spent and balance remaining.
  - c. Student letters: letters to be printed and mailed to students based on data received.
  - d. Accounting reports:
    - i. Institution detail disbursement report lists by term and student MSID: name, total disbursed, credits earned, cumulative GPA, term GPA, eligibility status and reason(s).
    - ii. Institution disbursement summary lists by term and institution: number of students who utilized funds, did not utilize funds, and total amount disbursed.
- B. Exceptions to automatically transmitted data: Student data is automatically transmitted by term until data for the following term begins to be transmitted. Any data relevant to the student's record or funds disbursed after the automated time period will be submitted by authorized campus personnel using applicable forms listed below to the State Treasurer's office.
- a. **Authorization to Correct Student Record** (Forms Appendix) – for adjustments other than 100% refund made after automated time period.
  - b. **100% Refund and Incomplete Grades** (Forms Appendix)– for adjustments made after automated time period and for eligibility adjustments only after fiscal year has closed.
  - c. The State Treasurer's Information Technology Director will develop a report of all records updated manually. The report will be reviewed by the Millennium Scholarship Executive Director, and keyed by Millennium Office staff.

Office of the State Treasurer – Variance between INSTEP and BSR

A comparison is made between the amount spent for all students utilizing funds by term in INSTEP (INSTEP accounting reports) and the amount paid by document number, date, FY, amount, term, and vendor name (BSR 1085 Budget Status Report). The State Treasurer's Office prepares an annual response in its "Record Check Summary Report".

- A. State Treasurer's Office staff analyzes the variance by April 30, for the previous fiscal year. The report is reviewed and approved by the Millennium Scholarship Executive Director and office staff.

- B. State Treasurer's Office staff reviews the variance report to reconcile the INSTEP report and the BSR. The following are documented:
  - a. Authorization to Correct Student Record adjustments.
  - b. 100% Refund adjustments.
- C. Potential variance explanations include:
  - a. Manual adjustments by term (occurred after "automated" transmission period).
  - b. Students submitted in error by county school districts or private high schools who were paid.

Joint Procedures for Handling Balance Irregularities

A designee list of balance irregularity contacts is found after this portion of the Guide. This is an on-going process to be conducted throughout the academic year. The State Treasurer's Office prepares an annual response in its "Record Check Summary Report".

1. Report #1 and Report #2:
  - a. Campus designee reviews report to identify potential irregularities regarding their students.
  - b. Campus designee contacts State Treasurer's representative, Program Officer I at 702-486-3383.
  - c. Steps to resolve discrepancies:
    - i. Investigate attendance, number of credits, term.
    - ii. Download appropriate form from NevadaTreasurer.gov; submit to State Treasurer's staff by FAX #702-486-3246; accuracy is confirmed with designee.
    - iii. Adjustments made in INSTEP and transmitted to SIS.
  - d. State Treasurer's staff reviews Report #1 at the end of each term.
  - e. Information regarding individual student accounts will be entered in INSTEP.
2. Report #3
  - a. Report alerts campus designee of potential over-funding:
    - i. State Treasurer's staff will format the report into a spreadsheet noting the names of students at the beginning of the semester who are potentially over-funded.
    - ii. Spreadsheet will be updated 12 weeks of each semester by State Treasurer's staff to highlight new names.
    - iii. Campus designee is asked to indicate whether student is currently attending and name of institution – information should be added to the State Treasurer's spreadsheet so it can subsequently be provided to other campuses in next update.
  - b. Campus designees consult one another and adjust funding immediately if over-award situation is confirmed.
  - c. According to NRS, no student may be awarded more than \$10,000. Therefore, it will be the responsibility of each institution to ensure compliance after being notified of a potential over-funding situation by the State Treasurer's Office.
  - d. The State Treasurer's Office will notify all students with a current balance of \$2,000 or less each term, in order to remind the student that if he/she attends more than one institution in his/her last term, and if over-funding inadvertently occurs, he/she will be responsible to repay any over-funding to the State Treasurer's Office. Official notification will take place in January and June of each academic year.

- e. Sierra Nevada College – in order to assist SNC in identifying potential over-funded cases, each initial request for payment will be reviewed by the State Treasurer’s Office to identify any student with a balance of \$2,000 or less.
3. Report # 4
    - a. Students who cannot be resolved at this time due to the following reasons will be adjusted annually at a balance irregularity meeting:
      - i. No prior INSTEP record.
      - ii. Specified action required of student.
  4. Report # 5
    - a. SIS Report SDSB Record for Institutions-Funds disbursed without matching SSN or MSID.

**Balance Irregularity Contact List:**

INST.	NAME	TITLE	E-MAIL ADDRESS	PHONE NUMBER	FAX NUMBER
CCSN	Bernadette Lopez-Garrett	Interim Director of Financial Aid	<a href="mailto:bernadette_lopez@ccsn.nevada.edu">bernadette_lopez@ccsn.nevada.edu</a>	(702) 651-4786	(702) 651-4631
GBC	Scott Nielsen	Student Financial Services Director	<a href="mailto:scottn@gwmail.gbcnv.edu">scottn@gwmail.gbcnv.edu</a>	(775) 753-2289	(775)753-2390
NSC	Christina Twelves	Director of Student Financial Services	<a href="mailto:Christina_twelves@nsc.nevada.edu">Christina_twelves@nsc.nevada.edu</a>	(702) 992-2000	(702) 992-2226
TMCC	Renee Baker	Scholarship Coordinator	<a href="mailto:Rbaker@tmcc.edu">Rbaker@tmcc.edu</a>	(775) 674-7672	(775) 674-7566
UNLV	Peter Hurley	Associate Director Student Financial Services	<a href="mailto:peter.hurley@unlv.edu">peter.hurley@unlv.edu</a>	(702) 895-3682	(702) 895-1353
UNR	Sandi Guidry	Interim Director of Financial Aid	<a href="mailto:sguidry@unr.nevada.edu">sguidry@unr.nevada.edu</a>	(775) 784-4666 ext. 3006	(775) 784-1025
WNCC	Lori Tiede	Director of Financial Aid	<a href="mailto:tiedel@wncc.edu">tiedel@wncc.edu</a>	(775) 445-3259	(775) 887-3058

**Informal Record Check**

1. Millennium Scholarship Program Review – conducted by NSHE System Administration Banking & Investment staff. The State Treasurer’s Office prepares an annual response in its “Record Check Summary Report”.
  - a. The scope of the review is limited to the financial aspect of the program. It includes a review by NSHE of sets of randomly selected student records and financial documentation for a specified annual reconciliation period.
  - b. After the review is conducted, NSHE drafts a findings document and discusses the results with the institutions. A copy of the document is also provided to NSHE Director of Financial Aid.
  - c. If errors are identified, every effort is made to review them with campus personnel and to correct the error. If errors are detected that are of special concern, NSHE will plan an additional review of this area for the next cycle.
  - d. The final report is transmitted to the State Treasurer’s Office by March 31 of each year.

2. Informal Record Check – conducted by State Treasurer’s Office Millennium Scholarship Program. The State Treasurer’s Office prepares an annual response in its “Record Check Summary Report”.
  - a. The purpose of the informal record check is to confirm the accuracy of data submitted by Nevada county school districts and Nevada private high schools for eligible Millennium Scholars.
  - b. Permission is requested each year from the Nevada Association of School Superintendents (NASS) to conduct the review. If granted, a sample will be selected by NSHE with the assistance of System Computing Services, containing approximately 5% of the recipients for a given high school graduation year who utilize the funding the fall following graduation.
  - c. After permission is granted by NASS, a letter and data request form for each student in the sample is sent to the registrar of his or her high school. Once the forms are returned the data in INSTEP is compared to data submitted by the high school registrar.
  - d. If errors are identified, every effort is made to follow up with the registrar to confirm the accuracy of the data and to implement safeguards which ensure that errors are not made in the future.

(Added 2/07)

## **Section 18. Institutional Certification of Enrollment**

Procedures for sending enrollment data:

1. Data is transmitted from NSHE System Computing Services to the State Treasurer’s Office after each institution’s UCMMSDNXB job has run. This data includes: MSID, Address, Phone, Term, Cumulative and Term GPA, Term Units, Institution, Student ID, Deceased Flag, Progress, Degree, and scholarship amount disbursed.
2. Institutions should review the extract report generated from UCMMSDNXB on at least a weekly basis. Some error messages appear only once, and if not corrected at the time they appear, will create student eligibility problems at the end of the term.
3. If additions/changes are made on a weekend/holiday to a Millennium Scholar’s student record in SIS on the SGPA, MSID, APRG, PGRM, STUD or TSTA screens, adjustments to the parms for UCMMSDNX must be done. Change the “from” date (LMOD FROM DATE TO SELECT) for UCMMSDNX to include the weekend/holiday date, then change it back to \$CYMD the next day.

Exceptions to automatically transmitted data: Student data is automatically transmitted by term until data for the following term begins to be transmitted. Any data relevant to the student’s record or funds disbursed after the “automated” time period will be submitted by institutions to the State Treasurer’s office using the **Authorization to Correct Student Record** form (Forms Appendix). The Treasurer’s Office staff will notify the institution that the correction has been made via e-mail. The FOCUS report MLLATADJ should be run after the “automated” time period, to identify students who have received late disbursements, to verify that the Authorization to Correct Student Record form has been completed and sent to the Treasurer’s Office.

(Added 2/07)

## **Section 19.        Limitations**

The standards set forth in this section are subject to amendment, and are not intended to and do not create any right or interest in liberty or property or establish a basis for any cause of action against the state, its political subdivisions, agencies, boards, commissions, departments, officers or employees.

(Added 2/07)

**Section 20. APPENDIX A, Calendars**

**Governor Guinn Millennium Scholarship Program**  
*Partnership between the Office of the State Treasurer, the Nevada System of Higher Education and Sierra Nevada College*  
**Key Date Calendar**

Summer	Fall	Spring	Student Eligibility	Funds Disbursement	Reporting Data	Instep Reports to NSHE
June 30	July 15				Nevada high schools send eligibility lists to Millennium Scholarship Program for June graduating class	
	July 15-30				List of eligible current graduates submitted to NSHE Chancellor or designee for certification in behalf of Board of Regents.	
	July 15-30		Millennium Scholarship Program mails award packets to eligible students			
	July 15		Students begin returning Acknowledgment of Award Forms			
Day after add/drop	Day after add/drop	Day after add/drop		Day after add/drop, in September and February, NSHE System Administration invoices the Treasurer's Office		
Sept 26	Sept 26	Mar 26		Campuses receive funds		
	Aug 30			Additional Funding Date	Millennium Scholarship Program official reporting date for high school eligibility statistics.	
Oct 15	Oct 15	Mar 15	New students: Final date to meet eligibility requirements for the term			
Oct 15	Oct 15	Mar 15	Continuing students: Final date to satisfy prior term deficiencies, i.e., incompletes for the term			
Dec 1	May 1	Sept 30			Campuses stop sending prior term data	
Oct 1	Dec 31	June 1			Campuses begin transmitting end-of-term data (gpa, credits, degree progress) to Millennium Scholarship Program	
Oct 15	Jan 7	Jun 15			Campus end-of-term data is official. Institutions changes status date on student web page via NEWS screen	Term reconciliation data transmitted within 10 days
	Jan 10	Jun 16	Millennium Scholarship Program mails ineligibility letters to continuing students			
	Jan 15	June 18	Millennium Scholarship Program mails reinstatement letters to continuing students			
Jul 28	Jul 28	Jul 28	Millennium Scholarship Program mails letter regarding \$2,000 or less remaining in account		Memorandum to Presidents for nominations for Millennium Scholarship Advisory Committee	
Jan 15	Jan 15	June 30		System Administration/Sierra Nevada College term reconciliation of funds and request reimbursement from Millennium Scholarship Program		
Dec 15	Dec 15	Dec 15		Initiate annual reconciliation for previous fiscal year		Annual reconciliation term data transmitted
Jan 31	Jan 31	Jan 31		System Administration/Sierra Nevada College annual reconciliation of funds – fiscal year closes		

If a date falls on a non-working day, the effective date will be the first working day subsequent to the scheduled date. \*Approximate date, initial funding request is due the day after the last add/drop period. The Treasurer's Office advances funding within five days of invoice.

## Fiscal Year Time Line (Summer, Fall, Spring)

### Approximate Due Dates

	<b>Summer</b>	<b>Fall</b>	<b>Spring</b>
A) Initial Request	9/20*	9/20*	2/20*
B) Term Reconciliation			
INSTEP reports to System Administration	12/15	12/15	6/15
Institutions complete reconciliation	12/15	1/31	7/31
C) NSHE Annual Reconciliation**	12/15	12/15	12/15***
D) Letters to Students Every Semester - \$2,000 or less		1/15	6/15

The Fiscal Year Timeline is updated annually.

\*Day following last institution's add/drop deadline

\*\*Deadline for Authorization to Correct Student Record (Forms Appendix) and 100% Refund and Incomplete Grades (Forms Appendix) for the Millennium fiscal year.

\*\*\*NSHE will submit payment invoice on January 30<sup>th</sup> for Annual Reconciliation  
(Added 2/07)