

**BOARD OF REGENTS**  
**BRIEFING PAPER**  
*Handbook Revision, Delinquent Student Accounts*

**BACKGROUND & POLICY CONTEXT OF ISSUE:**

NSHE has an existing policy (*Title 4, Chapter 17, Section 2*) that prohibits students from enrolling at any NSHE institution if they have a delinquent account of \$50 or more. As institutions implement this policy in the new student information system, it is important that the process remains transparent to all students, regardless of which institution they attend. The policy also needs to take into consideration the different business processes that exist at the various NSHE institutions. Since there are cases where the fees billed and collected are outside of the student information system and vary by institution, campuses need clear guidance in policy to indicate which fee categories to include when assessing a student account for delinquency in order to enforce an NSHE-wide registration hold. In addition, the Business Officers recommend that the threshold dollar amount of \$50 for designation of a delinquent account be increased to \$100.

**SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:**

Amend the current Board policy on delinquent student accounts (*Title 4, Chapter 17, Section 2*) by defining the minimum specific fee categories to be taken into consideration when assessing a student account for delinquency for purposes of preventing further enrollment System-wide and increasing the threshold amount from \$50 to \$100. (See Policy Proposal.)

**IMPETUS (WHY NOW?):**

Through the iNtegrate Student Services project, the institutions have found it is necessary to establish specific fee categories to be taken into consideration for the purposes of the delinquent student account policy implementation in the PeopleSoft system. Since all institutions are currently operating in PeopleSoft, now is the time to revise the policy so that implementation of the delinquent student account policy in PeopleSoft may move forward.

**BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:**

If adopted as proposed, the policy on delinquent student accounts will:

- Clearly define the fee categories that are applicable to the policy; and
- Clarify the policy for use by audit.

**POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:**

None have been brought forward.

**ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:**

Maintain the current policy as written leaving it to the institutions to interpret what fees may be included, resulting in inconsistent implementation across the NSHE.

**COMPLIANCE WITH BOARD POLICY:**

- Consistent With Current Board Policy: Title # \_\_\_\_\_ Chapter # \_\_\_\_\_ Section # \_\_\_\_\_
- Amends Current Board Policy: *Title 4, Chapter 17, Section 2*
- Amends Current Procedures & Guidelines Manual: Chapter # \_\_\_\_\_ Section # \_\_\_\_\_
- Other: \_\_\_\_\_
- Fiscal Impact: Yes \_\_\_\_\_ No  \_\_\_\_\_
- Explain: \_\_\_\_\_

**POLICY PROPOSAL**  
**TITLE 4, CHAPTER 17, SECTION 2**  
**Delinquent Accounts**

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

**Section 2. Delinquent Accounts**

1. A student or former student having a delinquent accounts receivable of [~~\$50.00~~] ***\$100.00*** or more, or an overdue loan of any amount with any member institution of the Nevada System of Higher Education shall not be permitted to register at any institution. ***For the purposes of this section, “delinquent accounts receivable” is defined to include tuition and registration fees, student fees, special courses fees and residence life charges billed to a student’s account in the student information system. An NSHE institution may include other fee categories as they deem appropriate in determination of a delinquent account.***
- [2-] ~~If the individual institution finds it to be necessary, the aforementioned \$50.00 for the purposes of student registration may be reduced.]~~
- [3-] 2. A student or former student having a delinquent account receivable or an overdue loan of any amount with any member institution of the Nevada System of Higher Education shall not be permitted to receive a transcript of academic record, a diploma, a certificate or report of semester grades. The student or former student may; however, inspect the records under the provisions of the federal Family Educational Rights and Privacy Act (FERPA).
- [4-] 3. In addition, institutions may refer delinquent accounts receivable of [~~\$50.00~~]-***\$100.00*** or more and overdue loans of any amount to a collection agency following written notification to the student or former student.
4. ***Institutions must publish on their institutional website the NSHE delinquent accounts policy, including a list of the fee categories that are applicable to the designation of a delinquent student account. This student notification must indicate that a student with a delinquent account shall not be permitted to register at any NSHE institution.***