

Sent via e-mail

January 28, 2016

Dr. Elwood L. Robinson
Chancellor
Winston-Salem State University
601 S. Martin Luther King Jr. Drive
Winston-Salem, NC 27110

Dear Chancellor Robinson:

The North Carolina State Education Assistance Authority (NCSEAA) has completed a program review of the ELS, FELS, NCREACH, NCTAP, UNC CAMPUS and UNC NEED-BASED programs at Winston-Salem State University. The objective of the review was to ensure that State funds were spent in accordance with the purposes for which they were appropriated and the rules that govern their administration.

The program review scope was for the 2013-2014 academic year. Please note that the scope of the program review is not all inclusive. Therefore, the absence of statements in this report regarding specific policies and procedures followed by your institution should not be construed as acceptance, approval or endorsement of that policy or procedure and does not lessen your obligation to comply with all relevant statutory and regulatory requirements for each of the programs that you help to administer.

We believe our review provides a reasonable basis for our conclusions and recommendations included in the following pages. Please provide a written response along with any corrective actions you have implemented or plan to implement in regards to the finding in this report. Your response must be received by February 29, 2016. If you wish to appeal a finding, please include the appeal with your response.

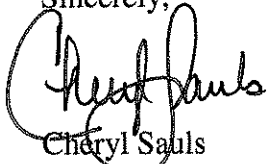
We wish to express our appreciation to the staff of Winston-Salem State University for the courtesy, cooperation and assistance provided to us during the program review. If you have questions or need further assistance, please contact me via email at csauls@ncseaa.edu or by phone at (919) 248-4637.



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The University of North Carolina provides the secretariat for the Authority

Sincerely,



Cheryl Sauls
Program Review Manager

Enclosure: Draft Program Review Report – Winston-Salem State University

cc: Robert Muhammad, Director of Financial Aid, Winston-Salem State University
Shannon Henry, Chief Audit Officer, Winston-Salem State University
Junius Gonzales, Interim President, UNC-GA
Lynne Sanders, Vice President for Compliance and Audit Services, UNC-GA
Autumn Carpenter, Director of Financial Aid Operations and Technology, UNC-GA
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Larna Griffin, Deputy Director, Administrative Services and Quality Control, NCSEAA

Program Review Report

DRAFT

Prepared for: Winston-Salem State University

Review Period: Academic Year 2013-2014

Prepared by: Cheryl Sauls, Program Review Manager
North Carolina State Education Assistance Authority

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BACKGROUND

The North Carolina State Education Assistance Authority (NCSEAA) is the state agency charged with administering inter-institutional programs of student financial assistance, created by state and federal law, as well as private resources, designed to help North Carolinians meet the cost of higher education. One key responsibility of the Authority is to ensure that State funds are spent in accordance with the purposes for which they were appropriated and the rules that govern their administration.

SCOPE AND METHODOLOGY

The North Carolina State Education Assistance Authority conducted a program review that included, but was not limited to, the following areas:

- Eligibility
- Disbursements and refunds
- Records and reports
- Fiscal responsibility

The information used in this report was collected through the review of student records, reports and institutional policies and procedures to evaluate relevant institutional business processes; as well as, interviews with institutional staff members. The program reviewer randomly selected student record files for review. The personal identifying information of the sample students reviewed have been excluded from this report and replaced by identifying numbers.

This report documents the findings, if any, for each program reviewed. The details related to the finding were shared with the appointed designee prior to the release of this report. Although the review was thorough, it is not necessarily all inclusive. Consequently, there may be matters of noncompliance that are not identified by this report. In areas of non-compliance, the NCSEAA will work with the institution to establish a corrective action plan that will strengthen the institution's capacity for compliance with program statutes and rules. The program review identifies and quantifies any institutional liabilities in which the institution must return the funds as appropriate.

FINDING

OBJECTIVE 1: TO DETERMINE THE REQUIREMENTS FOR ELIGIBLE STUDENTS TO RECEIVE UNC CAMPUS SCHOLARSHIPS ARE IN COMPLIANCE WITH LAWS AND REGULATIONS

Finding #1: Need to Improve Internal Controls for Student Eligibility Requirements

Eligible Students must be a resident of North Carolina as provided by the UNC Campus Scholarships Program Rules. The Rules Governing the UNC Campus Scholarships can be found at: <http://www.ncseaa.edu/documents/UNCCampusScholarshipsStatute.pdf>.

During the desk program review:

- One UNC Campus Scholarship recipient was identified from the program review selection as failing to be enrolled full-time and two UNC Campus Scholarship recipients were identified from the program review selection as failing to meet the institutionally-established program specific GPA requirement based on the documentation provided by the Institution.

Student Last Name	Student ID	Enrollment Period Semester/Year	Amount Owed
Reeves	#940161351	Fall 2013	\$779.00
Spry	#940182417	Fall 2013	\$2,000.00
Spry	#940182417	Spring 2014	\$2,000.00
Wilson	#940189425	Spring 2014	\$1,142.00
TOTAL:			\$5,921.00

The supporting documentation provided by the University was not sufficient as required by UNC Campus Scholarships Section 9.4. (e) and Winston-Salem State University UNC Campus Scholarship and Grant Program Guidelines.

Required Action: None, as the Authority acknowledges receipt of the return of funds in the amount of \$5,921.00 for this finding as of January 19, 2016.

Recommendation: The staff responsible for administering State grants, scholarships and scholarship loan programs at Winston-Salem State University should participate in all relevant training provided by the Authority to stay abreast of trends identified during Program Reviews, as well as changes in the North Carolina General Statutes and Rules Governing the programs specific to your Institution.

SUMMARY OF LIABILITIES FOR PROGRAM SELECTIONS REVIEWED

Name of Program	Liabilities
UNC Campus Scholarships (UNC Campus)	\$5,921.00
Total Liabilities:	\$5,921.00