



ADMINISTRATIVE POLICY

Incarcerated Students Policy (AE

13)

POLICY STATEMENT

Nevada State College is required by federal regulations to collect data and report on the number of Incarcerated Students enrolled at the College.

DEFINITIONS

Incarcerated Student: An NSC Student serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or other similar correctional institution. Students are not considered to be incarcerated if they are in a halfway house, home detention, or is sentenced to serve only weekends.

PROCEDURES

I. Responsibility to Disclose Status

All NSC students are required to disclose their incarceration at the time they receive notice of acceptance to the College or if they become incarcerated while enrolled at the College. The disclosure should be made in writing, via letter or email, to the Office of the Registrar. The notification should include the following information:

- The institution in which the student is incarcerated;
- Date incarceration began;
- Expected release date.

II. Limitations on Admission and Enrollment

Incarcerated Students may not make up more than 25% of all admitted or enrolled students. If the enrollment level reaches 20% of all students, the Office of the Registrar must notify the Office of the Provost. The Provost may impose restrictions on additional admission or enrollment of Incarcerated Students to maintain compliance with federal restrictions.

In addition, the College may, at its discretion, limit enrollment by Incarcerated Students in any individual course or program where their incarceration prevents them from meeting course or program learning objectives.

III. Financial Aid

A. Eligibility for Federal Student Aid (Title IV, HEA):

1. Incarcerated Students are not eligible to receive Federal Direct Student Loans.
2. Incarcerated Students who meet the program eligibility requirements may be awarded Federal Work-Study (FWS) and the Federal Supplemental Educational Opportunity Grant (FSEOG).

3. Students incarcerated in a federal or state penal institution are not eligible for Federal Pell Grants, while those incarcerated in local facilities may be eligible.
 4. A student incarcerated in a juvenile justice facility may be eligible for Pell Grants.
- B. Costs of Attendance: The cost of attendance budget categories for Incarcerated Students are limited to tuition and fees along with books and supplies.
- C. In order for the College to maintain eligibility to participate in the Title IV, HEA programs, it will calculate the percentage of Incarcerated Students each year in order to ensure it does not exceed 25% of total student headcount.

IV. Updates on Status

Incarcerated Students must notify the College if any of the required information in Section I above changes.

Formerly Incarcerated Students must notify the College upon their release. Such students may then contact the Office of Financial Aid for reconsideration of eligibility for financial aid.

FORMS/INSTRUCTIONS

CONTACTS

UNIT	CONTACT	PHONE	EMAIL
Office of the Registrar	Adelfa Sullivan	702-992-2156	registrar@nsc.edu
Office of Financial Aid	Anthony Morrone	702-992-2156	finaid@nsc.edu

RELATED INFORMATION

- [PS 2: Sex Offender Policy](#)
- [Cost of Attendance: 2019-2020 Federal Student Aid Handbook, vol 3, ch. 2, p. 3-46](#)
- Federal Pell Grant Eligibility: [GEN-14-21](#)
- Institutional Eligibility: [34 CFR 600.7](#)

HISTORY

APPROVAL SIGNATURES PAGE



Office of the Provost (Vice Provost's Signature)

8/4/20
Date

Recommendation (check one):

	Denial	Approval	Approval w/ condition*
<i>Recommendation</i>		X	



9.04.2020

Office of the President (President's Signature)

Date

Final decision (check one):

	Denial*	Approval
<i>Recommendation</i>		X

*Attach rationale for denial or conditional approval