

# AO 13: Incarcerated Students

## 13.1 Responsibility to Disclose Status

NS is required by federal regulations to collect data and report on the number of incarcerated students enrolled at the University. Therefore, all NS students are required to disclose their incarceration at the time they receive notice of acceptance to the University or if they become incarcerated while enrolled at NS. 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.

### 13.1.1 Status Updates

Incarcerated students must notify NS if any of the required information changes.

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

## 13.2 Limitations on Admission and Enrollment

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

In addition, NS 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.

## 13.3 Federal Financial Aid Eligibility

Incarcerated students are not eligible to receive Federal Direct Student Loans. Incarcerated students who meet the program eligibility requirements may be awarded Federal Work-Study (FWS) and the Federal Supplemental Educational Opportunity Grant (FSEOG). Students incarcerated in a federal or state penal institution are not eligible for Federal Pell Grants; those incarcerated in local facilities or in a juvenile justice facility may be eligible.

The cost of attendance budget categories for incarcerated students are limited to tuition and fees along with books and supplies.

To maintain eligibility to participate in Title IV, HEA programs, NS will calculate the percentage of incarcerated students each year and ensure it does not exceed 25% of total student headcount.

## 13.3 Related Information and History

- [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](#)

### 13.3.1 Revision History

- Approved by Dr. Vickie Shields on 8/04/2020 and President Bart Patterson on 9/04/2020.