

- b. Meet at least one of the following criteria:
 - i. Head of Household;
 - ii. Single Parent;
 - iii. Age 22 or over and have never attended college or have had a break in enrollment of two or more years;
 - iv. No support from parents or family;
 - v. Unusual family or financial circumstances; or
 - vi. First generation college-bound.
- c. Students who meet multiple criteria shall be given priority in the program.
- d. Priority shall be given to eligible Nevada residents.
- e. International students may be employed under this program provided they meet other institutional and federal employment requirements.
- f. If and when an institution meets all demonstrated eligibility based on these criteria for its student population and for those students who apply for the Regents' Service Program, this ratio may be relaxed. Remaining funds from the 80percent category may be applied to "access-oriented" student financial assistance.
- g. For the remaining access-oriented programs (no more than 20 percent), students must demonstrate an ability and willingness to work in a service program approved by the institution.
- h. Each institution must establish a minimum grade point average (GPA) or good standing requirement to be applied to all students participating in the program. This requirement cannot be less stringent than current practice for other student employment programs, although it may be more restrictive if the institution deems it appropriate.

3. Program Development

Each institution must develop a plan for use of the positions.

- a. At least one individual must have oversight over the program.
- b. Summer programs are allowed in which students may work as much as full-time without being enrolled; however, this is limited to continuing students who were enrolled at the institution in six credits either the prior spring or are enrolled in six credits the following fall.
- c. Positions must:
 - i. Be consistent with the student's career objective, service objective, or academic area of interest.
 - ii. Make a contribution to the state of Nevada, the community, and/or the institution.
 - iii. Be designated as on- or off-campus. Off-campus employers must sign a participation agreement or contract, as determined by the institution.
 - iv. Reflect a high level of skill or knowledge needed for service programs. Examples include: tutor, mentor, literacy programs assistant, public policy research assistant, graduate intern, peer advisor.

4. Payment

Institutions are appropriated Regents' Service Program funds as a line item in the state budget.

- a. 100 percent of the funding for each position will be from state funds including benefits (workers' compensation, alternative retirement, etc).

- b. At no time may the institution require an employer match, even for off-campus positions.
- c. These positions should not supplant work-study funds that do require a match.

- b. Institutions shall not award funds exceeding the amount allocated pursuant to this Section.
- c.

8. Federal Contribution

- a. The federal contribution shall be equivalent to the total of federal grant aid a student is awarded during the same award year from the following programs only:
 - i. Federal Pell Grant;
 - ii. Federal Supplemental Educational Opportunity Grant (FSEOG); and
 - iii. Teacher Education Assistance for College and Higher Education (TEACH) Grant.
- b. Under no circumstances shall the federal contribution include the amount the student is awarded in student loans.

9. Guidelines for Awarding and Disbursing SSOG funds

- a. Only students who are enrolled in 12 or more credits that count toward their program of study are eligible to receive an SSOG disbursement.
- b. A student who previously earned a bachelor's degree is not eligible to receive the SSOG award.
- c. A student placed into remedial math or English pursuant to Title 4, Chapter 16, etle5 (f)-615 (Imeno (ou
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- ii. A student whose enrollment increases above the tier in which they were initially awarded (i.e. from less than 15 to 15 or more) may be eligible for a higher award amount, contingent upon available funding and according to awarding protocol established in Subsection 9 of this Section.
 - b. The add/drop period may vary by institution. For enrollment changes that result in a course being removed from the student's academic record, the institution shall cancel the award if the change results in the student's enrollment level falling below the tier in which they were awarded. In cases where the student withdraws from a course and receives a "W" grade, the enrollment level does not change and therefore the award remains.
- 11. Award Date. For Academic Year 2023-24, institutions shall make initial SSOG awards no earlier than June 1, 2023, and no later than June 30, 2023. Future award dates shall be set by the Vice Chancellor for Academic and Student Affairs in consultation with institutional financial aid offices.
- 12. Course Availability to Meet the 12-Credit per Semester Requirement
 - a. Each community college and state college shall ensure that adequate courses are offered each semester so that a student otherwise eligible for the grant and desirous of enrolling in 12 or more credits is able to do so. If situations arise where such a student is, due to course availability, unable to enroll in 12 or more credits that count toward the student's program of study, the institution shall consider feasible alternatives, including, but not limited to:
 - i. Course substitutions;
 - ii. Adjustment of a student's academic plan; and
 - iii. Opening a new course section.
 - b. Credits taken at another eligible institution to meet degree requirements at the student's home institution shall count towards the eligibility requirement of Subsection 1(a). In order to take advantage of this provision, a student must complete the NSHE SSOG Co-Enrollment form by the end of the semester for which he or she is requesting funding. For purposes of this Subsection, "home institution" means the institution at which the student is enrolled in a program of study leading to a recognized degree or certificate and, if eligible, is receiving Title IV Federal Student Aid.
 - c. Each community college and state college shall ensure advisors are available to assist SSOG students who experience difficulty in registering for

15. Definitions. The following definitions apply for purposes of this Section:
- a. Award – The SSOG amount offered to a student on their Financial Aid Award letter. In order to receive the funds offered, a student must meet all eligibility requirements at time of disbursement.
 - b. Disbursement – The SSOG amount actually paid by the institution to a student account.
 - c. Semester – “Semester” includes Fall, Spring and Summer terms subject to available funds. Students who expended their maximum award for the academic year in the prior fall and spring terms are not eligible to receive an award for the summer term(s).

(Added 6/15; A. 9/15, 3/16, 6/16, 3/17, 6/17, 4/18, 6/18, 9/18, 6/19, 9/19, 6/20, 7/20, 6/21, 9/21, 7/22, 7/23)

Section 3. Nevada Promise Scholarship Program

Title 4, Chapter 18, Section 11 of the *Board of Regents’ Handbook* directs the Chancellor to establish procedures and guidelines to comply with the requirements of the Nevada Promise Scholarship Program codified under Chapter 396 of the Nevada Revised Statutes.

1. Deadlines.

To be eligible to receive a Nevada Promise Scholarship, a student must meet the following deadline requirements:

- a. Application: A student must complete the Nevada Promise Scholarship Application on or before October 31st of the year prior to the student’s first fall semester of enrollment. (Ex: A student planning to enroll for their first semester in Fall 2020 must complete the Application on or before October 31, 2019.)
- b. Free Application for Federal Student Aid (FAFSA): A student must complete the FAFSA on or before April 1st prior to each academic year. A student who is prohibited by law from completing the FAFSA must complete the acknowledgement form, as defined in this Section, on or before April 1st prior to each academic year. For calendar year 2024 only, a student must complete the FAFSA or acknowledgment form, as appropriate, on or before May 1, 2024.
- c. Training: A student must participate in one training meeting related to financial aid, the FAFSA, and College Orientation on or before March 1st in the year of the student’s first fall semester of enrollment.
- d. Community Service: A student must complete at least 8 hours of eligible community service as defined in Title 4, Chapter 18, Section 11 of the *Board of Regents’ Handbook* on or before May 1st in the year of the student’s first fall semester of enrollment. To maintain eligibility, a student must complete at least 8 hours of eligible community service on or before January 1st for fall semester and on or before May 1st for spring semester.
- e. Meeting with a Mentor: A student must have met at least once with a mentor assigned to them, in accordance with this Section, on or before July 1st in the year of the student’s first fall semester of enrollment. To maintain eligibility, a student must meet at least once with their assigned mentor on or before January 1st for fall semester and on or before July 1st for spring semester while enrolled and receiving the scholarship.

6. Mentoring Program

- a. Each community college shall create and maintain a Nevada Promise Scholarship mentoring program for the purpose of students gaining and maintaining eligibility in accordance with Title 4, Chapter 18, Section 11 of the *Board of Regents' Handbook*.
- b. Each community college shall pair a Nevada Promise Scholarship applicant (mentee) directly with an eligible mentor who shall serve as that student's mentor for the duration of their enrollment in the program, unless a request is made by the student or mentor for reassignment. The community college shall provide the mentee and parent/guardian with the name and contact information for the assigned mentor. The community college shall also provide the mentor with the name and contact information for each assigned mentee as well as their parent/guardian. Each mentor shall include the parent/guardian in any initial communication. Each community college may require a parental consent form for mentees to participate in the mentoring program.
- c. Mentors shall meet with mentees in either a public setting or at a time and place established by the community college, for example a meet-and-greet session at the community college. A mentor may conduct a meeting over the phone if a personal meeting is unreasonably burdensome.
- d. Each mentor shall be assigned no more than ten (10) mentees at any one time.
- e. An eligible mentor shall:
 - i. Be 21 years old or older;
 - ii. Pass a comprehensive background check, including but not limited to a criminal background check, at least once every three years;
 - iii. Complete a training offered by the community college that includes but is not limited to:
 - a. Nevada Promise Scholarship eligibility requirements;
 - b. FAFSA and Financial Aid;
 - c. How to effectively communicate and work with prospective and new college students;
 - d. Guidelines for safely meeting individually with students; and
 - e. Contact information for a staff member at the community college who can answer questions from mentors or mentees.

Should the student begin the semester under regular funding criteria and then submit the form after receiving the scholarship, funding may be reduced and the student's full refund (if applicable) will be returned to the Nevada Promise Scholarship account. If it is determined that circumstances leading to changes in a student's documented disability require that they reduce their credit load after the Nevada Promise Scholarship Students with Documented Disabilities form is submitted for the current semester, the student may request a revision to be done on a case-by-case basis provided this determination is made before the end of the semester.

8. Refunds.

All money from a Nevada Promise Scholarship awarded to a student that is refunded in whole or in part for any reason shall be refunded to the Nevada Promise Scholarship