

**NEVADA SYSTEM OF HIGHER EDUCATION
PROCEDURES AND GUIDELINES MANUAL**

CHAPTER 12

**MILLENNIUM SCHOLARSHIP
GOVERNOR GUINN MILLENNIUM SCHOLARSHIP**

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CHAPTER 12

**MILLENNIUM SCHOLARSHIP
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Section 1. Purpose and Limitations

The protocols set forth in this Chapter guide the administration of the Governor Guinn Millennium Scholarship (GGMS) Policy and Procedures set forth in Title 4, Chapter 18, Section 9 of the *Handbook*. These protocols are subject to amendment, and are not intended to and do not create any right or interest in liberty or property or establish a basis for any cause of action against the state, its political subdivisions, agencies, boards, commissions, departments, officers or employees.

(Complete A. 5/17)

Section 2. Eligibility Requirements

The eligibility requirements for the GGMS are set forth in Title 4, Chapter 18, Section 9 of the *Handbook*. Those requirements, along with the following procedures, correspond with the year the student graduated from high school.

1. **High School Grade Point Average (GPA)** – The required GPA is the cumulative GPA (weighted or unweighted) and includes all high school courses and semesters and college courses taken that meet high school graduation requirements. The GPA is not rounded. If a student graduates from a Nevada high school with a diploma, the GPA is final and cannot be modified by coursework taken subsequent to high school graduation. Only coursework calculated in the GPA on the final high school transcript is considered for initial eligibility.

Grades from college coursework completed during high school will be included in the cumulative college GPA.

2. **Residency** – A dependent student may be a “resident” for GGMS purposes if the student’s parent or legal guardian has been a resident of Nevada for the required two-year period. Documentation verifying the parent or guardian residency must be submitted to the State Treasurer’s Office. In addition:
 - a. High schools have established a grace period at the beginning of each semester during which a student may enroll and receive credit for that semester (usually 18 school days). For purposes of establishing eligibility for the GGMS, the same grace period will apply to the residency of the parent/guardian.
 - b. If a military or diplomatic service parent’s official state of residency is not Nevada, and the student meets all other eligibility requirements, s/he is exempt from the two-year residency requirement.

3. **Diploma from Program for Adult Learners** – A student who graduates with a diploma from a program for adult learners is eligible for the GGMS if s/he:
 - a. Was enrolled in a private or public high school in Nevada with a class regularly scheduled to graduate after May 1, 2000;
 - b. Received a high school diploma within four years of the regularly scheduled graduation date of their class; and
 - c. Meets all other eligibility requirements.

All lifetime limits apply effective following the regularly scheduled graduation date.

4. **Appeal** – For appeals of initial eligibility, see Section 10 of this Chapter.
(Complete A. 5/17)

Section 3. Certification of Eligibility by High Schools

1. **Identification of New GGMS Scholars** - The following procedures outline the process for identifying new Millennium Scholars each academic year.
 - a. For high schools that are part of a Nevada school district, the district transmits a list of students who meet eligibility criteria to the State Treasurer's GGMS Office (Treasurer's GGMS Office). Private and charter high schools not associated with a school district send their lists directly to the Treasurer's GGMS Office. Students who graduate early are eligible for the GGMS upon graduation and confirmation of eligibility.
 - b. Students who do not graduate from a Nevada high school, including home-schooled students or otherwise qualified students who graduate from high schools out of state, apply directly to the Treasurer's GGMS Office on forms supplied by the Treasurer's GGMS Office by mail or online.
 - c. The Treasurer's GGMS Office places the students identified in paragraphs a and b above who have met all eligibility criteria on a list of eligible students in a GGMS database monitored by the State Treasurer's Office.
 - d. The Treasurer's GGMS Office sends follow-up letters to all students identified in paragraphs a and b above with unverified residency or questionable eligibility and requests further information. Based on the additional information provided, a decision is made by the Treasurer's GGMS Office on whether to add the student to the list of eligible students. Students will be notified if they are ineligible.
 - e. The Treasurer's GGMS Office notifies all eligible students by sending them an "Award Packet" and requests students complete an online acknowledgment process that outlines the eligibility requirements and gives the opportunity to grant permission for the Treasurer's GGMS Office to publicize their names. The Treasurer's GGMS Office also notifies students who were reviewed under paragraphs a and b above, if they are ineligible.

- f. The Treasurer's GGMS Office provides an electronic list of eligible students to NSHE System Administration for certification by the Chancellor on behalf of the Board of Regents.
- g. NSHE System Administration shares the population of eligible students with its institutions by loading the data to the student information system. Data are updated every weeknight from a file provided by the Treasurer's GGMS Office.

2. Core Curriculum Requirements

- a. Nevada school districts and private and charter high schools not associated with a school district shall determine whether the courses taken by a student while in high school, including dual enrollment and dual credit courses, and included on their transcript meet the high school course requirements for eligibility under Title 4, Chapter 18, Section 9.15 (Core Curriculum) of the *Handbook*.
- b. The NSHE Department of Academic and Student Affairs shall establish a statewide list to serve as the official list of approved high school courses for GGMS eligibility. Each year the NSHE Department of Academic and Student Affairs shall contact Nevada school districts and private and charter high schools not associated with a school district to request updates to the list. All submissions must be forwarded to the Nevada Department of Education (NDE) for review for accuracy prior to release of the updated list.

3. Procedures for Names Submitted in Error

For student names submitted in error, the award will be rescinded. When student names are submitted in error, the following steps are taken.

- a. The student is noted as ineligible in the GGMS database maintained by the Treasurer's GGMS Office.
- b. The superintendent of the appropriate school district is contacted by the Treasurer's GGMS Office. School district personnel will notify the student of the error in writing.
- c. After receiving a copy of the district's letter, the Treasurer's GGMS Office sends a certified letter to the student as follow-up.
- d. If funds have been expended:
 - i. The Treasurer's GGMS Office confirms that the student signed or submitted online the *Acknowledgment of Award* form. (Establishes that the student was aware of the following: "I understand and have met all eligibility requirements. I understand that if I have not met all requirements and funds have been disbursed, I may be responsible for repayment of these funds to the State Treasurer's Office.")
 - ii. The Treasurer's GGMS Office prepares a certified letter requesting repayment of funds to the State Treasurer's Office.
- e. A "memo of record" is prepared for the Treasurer's GGMS Office files containing the following information:
 - i. Name of district/superintendent;

- ii. Name of high school;
- iii. Student's name/address;
- iv. Dates/log of contact with district personnel; and
- v. Copies of district/GGMS Program letters.

(Complete A. 5/17)

Section 4. Enrollment Requirements for Receipt of GGMS Funding

1. **Credits and Courses** - A student must enroll in at least 9 semester credits at an eligible community college or 12 semester credits at another institution. In order to be counted toward a student's enrollment level for GGMS funding, credits must apply to the declared undergraduate program of study.
 - a. Credit hours associated with remedial/developmental courses are applied toward semester credit hour eligibility requirements, provided course content is high school level or higher. (See *Title 4, Chapter 18, Section 9.11* of the *Handbook* regarding funding for remedial courses.)
 - b. Repeat/retake courses are eligible for GGMS funds and will be included in the institutions' export process.
 - c. Correspondence courses, credit-by-examination and audited courses do not count toward semester credit hour eligibility requirements.
 - d. Graduate level courses may count toward semester credit hour eligibility requirements and approved for payment only if the course applies to the student's undergraduate program of study. Institutions must maintain documentation of payment for graduate credits. Because the export process only picks up undergraduate credits, once the final grades are posted, the reporting institution must submit an *Authorization to Correct Student Record* form to the Treasurer's GGMS Office, along with documentation of all eligible credits completed with the resulting GPA.
2. **Degree-Seeking Program** – Except as otherwise provided for co-enrolled students under subsection 7 of this Section, institutions should encourage Millennium scholars upon admission to declare a program of study leading to a certificate, associate or bachelor's degree. GGMS recipients must be enrolled in a degree-seeking program for any semester of payment or reinstatement, including summer.
3. **Graduation from Undergraduate Program** – Students may continue to utilize their GGMS after graduation with a certificate, associate's or bachelor's degree, provided they re-enroll in a new program of study as an undergraduate degree-seeking student and have not exceeded their GGMS balance or years of eligibility. The GGMS may not be awarded to students enrolled in graduate degree programs (see Subsection 1 of this Section regarding graduate credits, not to be confused with graduate programs).

4. **National Student Exchange and Study Abroad** – National Student Exchange and Studies Abroad participants may receive GGMS funds if their credits are registered at an eligible institution. The students must register for credits, pay and be counted toward FTE at the institution.
5. **Transferring between Institutions**
 - a. **Eligible Institution** – A student receiving a GGMS who transfers to another eligible institution shall continue the GGMS provided that the student maintains eligibility as defined in Section 11 of this Chapter. After transferring, a student must meet all the conditions of Section 11 of this Chapter at the new institution in order to remain eligible for the GGMS.
 - b. **Non-Eligible Institution** – A student transferring from a non-eligible institution to an eligible institution will receive the GGMS if s/he is eligible under Section 2. After transferring and activating the GGMS, students must meet all conditions of Section 11 of this Chapter at the eligible institution in order to remain eligible.
6. **Enrollment at Multiple Institutions (Co-Enrollment)**
 - a. **Definitions**
 - i. “Home institution” is the eligible college/university at which the student is enrolled in a program of study leading to a recognized degree or certificate.
 - ii. “Host institution” is any eligible institution where a student may be co-enrolled in coursework and the credits will be transferred back to the home institution.
 - b. **Credits** – Millennium recipients who co-enroll at two institutions must enroll in 12 credits per semester in order to be funded under a co-enrollment agreement. This does not preclude a Millennium Scholar from enrollment in more than 12 credits, however up to a maximum of 15 credits are considered for funding eligibility purposes. For students requesting funding under a co-enrollment agreement:
 - i. A co-enrollment agreement may cover enrollment at two eligible institutions only.
 - ii. In cases where the student is degree-seeking at only the home institution, credits taken at the host institution must apply to the declared undergraduate degree program at the student’s home institution and the student must transfer the credits back to the home institution.
 - iii. In cases where the student is degree-seeking at both the home and host institution, credits taken at both institutions must apply to the declared undergraduate degree program at either institution.
 - iv. Remedial coursework that is part of the student’s regular course of study may also count toward the 12-credit requirement for co-enrollment with the approval of the home institution.

- c. **Degree-Seeking Program at Home Institution** – In the case of a student who is co-enrolled and who has an approved co-enrollment form on file with the home institution, the student must be enrolled in a degree-seeking program at the home institution. An approved co-enrolled student is not required to be enrolled in a degree seeking program at the host institution.
- d. **Funding**
- i. Millennium scholars may be funded to a maximum of 15 credits per semester across all eligible institutions.
 - ii. In order to be funded as a co-enrolled student, the student must submit a co-enrollment form as early as possible, but no later than the end of the semester to which it applies, and it must be approved by the home institution.
 - iii. In absence of a co-enrollment form, when Millennium recipients are enrolled at two community colleges, meet the minimum 9 credit requirement at each institution and are degree-seeking at each institution, the students may be funded at each institution, but are limited to a total award for both institutions of 15 credits per semester. In this case, the institution disbursing Millennium funds first shall pay the student for the total number of credits at that institution, and the second will pay the student for remaining eligibility, if any, up to a maximum of 15 credits.
- e. **Eligibility and GPA** – Effective Spring 2007, if a student (1) informs either the home institution or the Treasurer's GGMS Office that s/he is enrolled under a co-enrollment agreement; and (2) has subsequently become ineligible due to GPA at either the home or the host institution, the semester GPA may, at the student's request, be recalculated to include coursework from both institutions in order to remove the strike. Institutions will be asked to calculate the combined semester GPA. If the result is equivalent to or exceeds the required GPA, the student will be considered eligible, assuming all other criteria are satisfied. The financial aid director or designee at the home institution must submit this information in writing via the *Authorization to Correct Student Record* form to the Treasurer's GGMS Office, and data will be manually entered into the GGMS database.
- f. **Individual Student Agreement** – The GGMS Co-Enrollment Agreement is for an individual student. There is no blanket agreement between institutions. The centralized database of the GGMS Program monitors payments by individual students. Each student who meets the co-enrollment criteria submits the required form to the home institution by the end of the semester for which the student is requesting funding. The home institution verifies the student's enrollment at its institution. If the student meets the requirements, the home institution pays only for the credits in which the student is enrolled at its campus. The form is faxed to the host institution for payment for the credits in which the student is enrolled at that institution. Both approvals are sent to the Treasurer's GGMS Office by the host institution to monitor the total enrollment and completion of credits and GPA earned by the student at the two institutions. This is a manual process that falls outside the automated procedure for GGMS eligibility, disbursement, and reconciliation.

(Complete A. 5/17)

Section 5. Lifetime Limits

1. The maximum total GGMS award is \$10,000. At the end of the fall and spring semesters, the remaining balance is updated in the student information system based on data sent by the Treasurer's GGMS Office. Summer disbursements are recorded in the student information system from October through November.
2. Students may receive a Millennium Scholarship disbursement during the six academic years following their high school graduation date. If a student does not use his/her GGMS immediately after high school, he/she will remain eligible as long as he/she meets continuation requirements and activates his/her GGMS during the six year limit. The expiration date occurs immediately after the spring semester in the sixth year (May 31).
3. An exception to the limitations of this Section is made for time served on active duty as a member of the United States Armed Forces, or for participation in a charitable mission or assignment of a religious or public service nature. Paid employment for a church, non-profit, or public agency does not qualify a student for an extension. Eligible students must complete the Application for Extension and return it along with official documentation to the NSHE Department of Academic and Student Affairs. A partial year of service will be rounded up to a full year. Extensions not to exceed six years will extend to May 31 of the extension year.

(Complete A. 5/17)

Section 6. Students with Disabilities

1. Students who have a documented temporary or permanent physical or mental disability or who were previously subject to an individualized education program (IEP) under the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 et seq., or a plan under Title V of the Rehabilitation Act of 1973, 29 U.S.C. §§ 791 et seq. are to be determined by the institution to be exempt from the following GGMS eligibility criteria:
 - a. Six year application limitation following high school graduation and the time limits for expending funds set forth in Section 5 of this Chapter; and
 - b. Minimum semester credit hour enrollment levels set forth in Sections 4 and 11 of this Chapter.
2. **Funding** – To receive funding under a reduced credit load, students must submit to the institution's disability resource center (DRC) the *Millennium Students with Documented Disabilities* form by the end of the semester for which they are seeking funding. The completed form will be sent directly from the DRC to the financial aid office, where the Millennium award will be processed. The financial aid office will share the completed form securely with the Treasurer's GGMS Office.

Should the student begin the semester under regular funding criteria and then submit the form after receiving a GGMS, funding may be reduced and the student's full refund (if applicable) will be returned to the Treasurer's GGMS Office. If it is determined that circumstances leading to changes in a student's documented disability require that they reduce their credit load after the *Millennium 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.
(Complete A. 5/17)

Section 7. Summer School

1. GGMS recipients may enroll in and receive the GGMS for summer semester as long as they meet all continuation requirements. In order to be counted toward a student's enrollment level for GGMS funding, credits must apply to the declared undergraduate program of study.
2. In addition, to receive funding for summer, students must have either received the GGMS at an eligible institution during the spring prior or the following fall semester. Students may be funded from .5-15 credits. This exception to the minimum number of credits applies to summer enrollment only.
3. Students must pre-pay for summer courses and then are reimbursed the same per credit amount as for fall and spring terms (up to 15 credits system wide), for courses passed with a grade of "D minus" or better, regardless of semester or overall GPA. There are no minimum enrollment requirements for summer funding. Further, students cannot lose eligibility based upon summer semester work. Institutions reimburse students for summer courses beginning after the completion of all summer terms at the respective institution and should complete reimbursement by October 1. Reimbursement after October 1 may be made on a case-by-case basis.

(Complete A. 5/17)

Section 8. GGMS Award Amounts

1. A single semester's total disbursement may not exceed the cost of 15 credits at the appropriate per-credit rate as defined in *Nevada Revised Statutes* 396.934 across the NSHE and other eligible institutions.
2. If a student who is not officially approved for co-enrollment is enrolled in 12 credits at a four-year institution (state college or university) and also at the community college, the community college must reverse the student's GGMS award for that term because the dollar-per-credit rate is higher at the university or state college. If the student is enrolled at two community colleges in a minimum of 9 credits at each institution, the colleges must follow the procedure described in Section 6(c) of this Chapter. If the student is enrolled at two four-year institutions, the first distribution takes precedent (unless the student withdraws from one of the institutions during the 100 percent refund period, in which case funding is reversed at the institution where the withdrawal occurred).
3. Effective Fall 2005, Millennium funds cannot be used to pay for remedial/developmental courses, defined as any course with a course number less than 100. However, remedial course enrollment may be used towards the 9 or 12 credit enrollment requirements.
4. Students are required to pay for any costs above the amount of the GGMS received.

5. It is the responsibility of the student to notify the institution if the student chooses not to use the GGMS for a given semester. This must be done each semester, and prior to the end of the 100 percent refund period. Students may not “refuse” their GGMS after the end of the 100 percent refund period. Institutions must document that the student refused their GGMS.
 6. After the Treasurer’s GGMS Office confirms eligibility data for continuing students, institutions may begin packaging for the next award year (usually in mid-June). The NSHE Department of Academic and Student Affairs will forward the notification to the appropriate campus personnel.
 7. Initial funding will be paid to the student each fall and spring semester before the start of the semester. All institutions may pay students for credits in which they are enrolled and are eligible for funding before the start of the semester, up to 15 credits per semester, across all eligible institutions. Awards will be adjusted up or down, as necessary, through the end of the 100 percent refund period. After the end of the refund period, awards may only be adjusted up based on enrollment changes. For instructions on how to treat refunds after the 100 percent refund period, see Section 13 of this Chapter.
 8. Institutions may choose to disburse Millennium funds to student accounts earlier than Title IV funds, if the institution is willing to “float” the disbursements. Residual checks should not be sent to students, however, until other financial aid residual checks are sent.
 9. Institutions are not required to pay a student who was not previously funded for the semester if it will cause the student to lose eligibility. In these cases, the institution will work with a student requesting funding to be sure they understand the consequences of a late disbursement on continuing eligibility for the GGMS.
- (Complete A. 5/17)

Section 9. Cost of Attendance

1. Eligible students receive a GGMS award calculated at a per semester credit based on the type of eligible institution they attend. Millennium funds that exceed the cost of fees or that are awarded to a student receiving other aid that covers fees may be used for registration fees, course fees, laboratory fees and expenses; required textbooks and course materials; and other costs related to attendance. Costs of attendance shall be defined by the institution and shall include costs defined under federal financial aid guidelines. There is no requirement that institutions assign a priority order for applying Millennium funds to the student account.
 2. In no case may the GGMS be awarded when the award will cause the student’s total financial assistance to exceed the cost of attendance at the eligible institution the student attends. However, loans or other “self-help” aid should be reduced wherever possible to accommodate a Millennium award.
- (Complete A. 5/17)

Section 10. Appeals of Initial Eligibility

See Section 2 of this Chapter for eligibility requirements.

If a student is not on the eligibility list provided by the Treasurer's GGMS Office to NSHE and wants to appeal the decision that the student is ineligible, the student shall complete an *Initial Eligibility Appeal* Form and return it to the NSHE Department of Academic and Student Affairs for tracking and reviewing appeals.

1. **Documentation** – The Department of Academic and Student Affairs may request additional information necessary to review the appeal. For problems related to GPA, Proficiency Examination Scores, or ACT/SAT scores, documentation must be submitted to the NSHE Department of Academic and Student Affairs by the official agency providing the scores:
 - a. GPA - high school/school district (via official transcript);
 - b. Proficiency Examination Scores - high school or State Department of Education, as appropriate (or official transcript); or
 - c. ACT/SAT - the testing agency (via score report).

For problems concerning residency or other criteria resulting in ineligibility, the student and parent/guardian provide evidence of eligibility.

2. **Timing of Appeal** – A student may not appeal after more than six years following the student's regularly scheduled graduation date. However, students whose initial eligibility appeals are approved are only entitled to reimbursement for years for which the annual reconciliation has not been completed (see Section 15 of this chapter for discussion of the annual reconciliation).
3. **Review of the Appeal** – The Department of Academic and Student Affairs may uphold the decision that the student is ineligible or determine the student is eligible based on the facts of the case. If a positive determination cannot be made based on the facts of the case, NSHE Administration forwards the appeal packet to the Appeals Committee for review and decision (see next page, Appeals Committee Hearing Procedures) and notifies the student of the date and time of the appeal hearing.
4. **Notification to Student of Action** – NSHE Department of Academic and Student Affairs notifies the student and the Treasurer's GGMS Office of the action on the appeal.
5. **Millennium Scholarship Office** – If the student becomes eligible, the Treasurer's GGMS Office adds the student to the list of GGMS recipients.
6. **Hearing Procedures**
 - a. Notice of Appeal. The student, parent or legal guardian must submit the Initial Eligibility Appeal Form (Forms Appendix) to the Nevada System of Higher Education (NSHE). The NSHE will review the appeal and place the student on the list of eligible students if, based upon all the information provided, the student meets all

eligibility criteria. If the student does not meet all eligibility criteria, the NSHE shall give notice of the appeal hearing as provided in paragraphs 2 and 3 below.

- b. Time of Hearing. The appeal shall be placed on the meeting agenda of the Millennium Scholarship Appeals Committee, as soon as legally possible, in accordance with the requirements of the Nevada Open Meeting Law, after receipt of the appeal. In accordance with the Nevada Open Meeting Law, NRS 241.033, the student must receive notice of the hearing by certified mail 21 working days before the meeting or by personal delivery five working days before the meeting. In order to expedite the hearing process, the student and parent or legal guardian shall be requested to sign and return a waiver of the 21 working day notice requirement. The waiver will be included on the Appeal Form for Initial Eligibility. If the waiver is not signed and returned, the hearing must not take place until 21 working days after the student has been sent notice of the hearing by certified mail.
- c. Notice of Hearing. The student and parent or legal guardian shall be notified by certified mail of the following:
 - i. The date, time and place of the hearing, if the waiver is signed. If the waiver is not signed, the subsequent date, time and place of the hearing.
 - ii. The appearance of the student, parent or legal guardian at the hearing is not compulsory and a nonappearance will not prejudice the appeal.
 - iii. If the student, parent or legal guardian appears at the hearing, any presentation before the Committee is limited to the factual claim of error listed on the Initial Eligibility Appeal Form. The hearing is informal and shall be limited to the time allowed on the Committee's agenda.
 - iv. Documentary evidence in support of the appeal may be submitted at the hearing, or if submitted by mail, must be received before the date set for the hearing.
 - v. In accordance with the Nevada Open Meeting Law, NRS 241.030 and 241.033, the appeal will be heard by the Committee in closed session. The appeal is heard in closed session in order to protect the privacy of the student.
- d. Decision is Final. The decision of the Millennium Scholarship Appeals Committee is final, and is not subject to appeal.

(Complete A. 5/17)

Section 11. Maintaining GGMS Eligibility

1. Students must maintain minimum eligibility and continuation requirements under Title 4, Chapter 18, Section 9.13 (Maintaining Scholarship Eligibility) of the *Handbook*, based upon their high school graduation date. See Section 12 of this Chapter for regaining eligibility.
2. Students enrolling in a combination of remedial and non-remedial courses must satisfactorily complete credit hour and GPA requirements on all of their semester enrollments (including remedial credit hours where a letter grade is issued by the institution).

Effective Fall 2006, if a student (1) informs either the institution or the Treasurer's GGMS Office that the student is enrolled in pass/no-pass course(s); and (2) has subsequently become ineligible due to GPA; and (3) the coursework completed by the student for a semester in which the student has received funding included pass/no-pass courses, then the letter grade the student would have received for the pass/no-pass course(s) may be considered for GPA calculations in order to reinstate or maintain eligibility. Institutions will be asked to contact the student's instructor(s) to obtain the student's letter grade for each completed course(s). The grade(s) will be averaged with the student's regular coursework if the instructor is able to provide a letter grade for the course. If the average is equivalent to the appropriate required GPA, the student will be considered eligible, assuming all other criteria are satisfied. The financial aid director or designee must submit this information in writing via the Authorization to Correct Student Record form to the Treasurer's Office, and data will be manually entered into Millennium database system.

3. Data for all enrolled Millennium students are extracted from the student information system in a week nightly batch process coordinated by NSHE System Computing Services (SCS). Data are sent to the Treasurer's GGMS Office on the following schedule:

Summer: October 1 through November 30
Fall: December 31 through April 30
Spring: May 31 through July 31

4. After the last day data are sent for a semester, if institutions make any updates to credits, GPA or disbursement on that semester, they must complete an *Authorization to Correct Student Record* form and transmit it to the Treasurer's Office. The Treasurer's Office staff will send an e-mail to the institution confirming the correction. If the update is related to an institutional 100 Percent Refund Appeal, they must instead submit the *100 Percent Refund* form.
5. Institutions may continue to make adjustments via these forms until the end of the annual reconciliation for that semester, after which no further adjustments may be made until such a time as a "one-time" clean -up is approved by the State Treasurer and the NSHE Chancellor or their designees. The GGMS fiscal year runs from the start of summer semester through the end of the spring semester of the following year. The annual reconciliation deadline is January 31 of the following year. If an institution approves a 100 percent refund after the reconciliation, eligibility for that student is updated, but disbursement information is not affected. See Section 13 of this Chapter for details.
6. In the case of irregular semesters, credits for the irregular semester are reported according to institutional practice.

(Complete A. 5/17)

Section 12. Regaining GGMS Eligibility

1. **Meet Eligibility Requirements** – Eligibility may be reinstated according to Title 4, Chapter 18, Section 9.16 (Regaining Scholarship Eligibility) of the *Handbook*.

2. **Co-Enrollment** – The co-enrollment agreement may not be used to allow students to regain eligibility.
3. **Students with Disabilities** – Students with disabilities may regain eligibility under a reduced credit load, noted on the *Millennium Students with Documented Disabilities* form each semester, to be completed by the institution's DRC and financial aid office and sent to the Treasurer's GGMS Office as provided in Section 6 of this Chapter.
(Complete A. 5/17)

Section 13. Refund Procedures if Student Drops Courses

1. Classes Dropped During Regular 100 Percent Refund (Add/Drop) Period

Any refund that would normally be given to a student who has withdrawn from courses for which GGMS support has been given, shall be transferred to the GGMS Trust Fund, administered by the State Treasurer. If the student has not paid the student's portion of the fees and has been assessed late fees, the late fees must be removed from the student's refund calculation. In other words, the GGMS may not be used to "pay" late fees during the refund procedure.

2. Classes Dropped After the 100 Percent Refund (Add/Drop) Period

- a. **No Federal Financial Aid** – If the only funding sources are the student's actual contribution and the GGMS contribution and the student receives a refund due to dropping classes, the total amount of the resulting refund is transferred to the GGMS trust, administered by the State Treasurer, up to the amount of the actual disbursement for the semester. A payment made by any outside source, including the student's prepaid tuition plan, dependent grant-in-aid or a sponsored-payment is treated as a regular payment by the student toward their contribution. In other words, the Millennium award is adjusted first before any of these funds are returned.
- b. **Federal Financial Aid** – When the funding sources are Pell Grant or other Title IV aid and the GGMS contribution, and the student receives a partial refund due to dropping classes, federal regulations are preeminent. In this case, all financial aid funds are reverted to the federal government, per federal guidelines.
 - i. If there are no funds remaining after the return of federal funds, the student's Millennium account would continue to show the Millennium payment for that semester, the student would be classified ineligible for the GGMS, and a strike would be applied.
 - ii. If the federal Return to Title IV Funds calculation results in a refund to the student, the total amount of the resulting refund is transferred to the GGMS Trust Fund, administered by the State Treasurer, up to the amount of the actual disbursement. In this case, the student's Millennium account would show the Millennium payment for that semester, minus the refund, the student would be classified ineligible for the GGMS, and a strike would be applied.

- iii. In some situations, a student may receive a partial refund equal to or greater than the Millennium award. In these instances, the total award is returned and the student retains eligibility.

3. 100 Percent Refund Exception Approval

- a. When a student who receives a Pell Grant or other Title IV aid in addition to the GGMS is granted institutional approval for an exception to the 100 percent refund deadline, the practice differs from subsection 2 above. As a Pell Grant recipient for the same semester, all financial aid funds are reverted to the federal government, per federal guidelines, in lieu of providing the refund to the GGMS Trust Fund. In such cases, the student's Millennium account would continue to show funds expended for the semester; however, in keeping with the intent of the campus appeal determination, the student's account would be manually adjusted to indicate that the student is currently eligible. Institutions complete the *100 Percent Refund* form and send it to the Treasurer's GGMS Office, along with appropriate documentation.
- b. In the case of a student who receives a 100 percent refund after the "Annual Reconciliation" deadline, documentation is submitted to the Treasurer's GGMS Office to restore eligibility for the student. The institution will retain the Millennium portion of the student's refund and the student will receive only the non-Millennium portion of the refund. The Millennium portion of the refund is transferred to the institution's fee distribution account. In such cases, the student's Millennium account would continue to show funds expended for the semester; however, the student's account would be manually adjusted to indicate that the student is currently eligible.

4. Check Returned or Not Cashed

When a student for whom a residual check was mailed and returned by the Post Office, or if the check is stale dated and has not been cashed, the institution must attempt to return the check to the student, and maintain documentation of its due diligence efforts.

- a. If the institution is not able to contact the student and the Millennium fiscal year is not closed, then the check may be redeposited, and the Millennium disbursement may be pulled back for the student (up to the amount disbursed) and the dollars returned to the Treasurer.
- b. If the Millennium fiscal year is closed, and the institution has been unsuccessful in contacting the student, the monies may be retained by the institution and transferred to the fee distribution account. No adjustment is made to the student's Millennium disbursement.
- c. Under no circumstances may a student be allowed to repay the GGMS after the 100 percent refund period in order to regain eligibility. If the student has not yet cashed the check and still has possession of the check, the student must cash the check – it may not be returned to the institution.

(Complete A. 5/17)

Section 14. Office of the State Treasurer-Distribution of Funds

1. According to the calendar maintained by the Department of Academic and Student Affairs pursuant to Section 15 of this Chapter and upon request of the NSHE System Administration, each NSHE institution will summarize the total Millennium disbursements to date and communicate this to the NSHE System Administration office. Summer school attendance is submitted at the same time as fall (see Section 7).
2. Each institution has an individual add/drop period. One business day after the last applicable individual add/drop period, NSHE System Administration will submit an invoice to the Treasurer's GGMS Office.

These estimates will be the basis for an initial advancement of funds. Late funding requests will be processed with the next funding request according to the calendar maintained by the Department of Academic and Student Affairs pursuant to Section 15 of this Chapter.

3. The Treasurer's GGMS Office will review and submit the invoice for approval. The payment voucher will be processed and, according to State of Nevada procedure, the funding will settle in the NSHE account within three to five days. NSHE System Administration and other eligible institutions receive the initial advance from the Treasurer. These funds cover:
 - a. Total estimated NSHE community college eligible students x number of credits (\$40 lower division);
 - b. Total estimated NSHE community college eligible students x number of credits (\$60 upper division);
 - c. Total estimated NSHE state college eligible students x number of credits (\$60); and
 - d. Total estimated eligible students at other eligible institutions x number of credits (\$80).
4. The NSHE System Administration Office transfers the funds to each NSHE institution.
5. For additional funding, NSHE System Administration is provided with a Millennium disbursements report, which will be forwarded to the institutions for comparison with actual disbursements. Errors/discrepancies will be accounted for in the "Annual Reconciliation."
6. On February 1, following the end of the Annual Reconciliation Process, a final funding request will be made based on the Millennium disbursement report. Prior to that date, System Administration will request from the State Treasurer's Office a reconciliation file.

Error/discrepancies/adjustments must be reported to the Treasurer's GGMS Office on or before the last working day of January. The final advancement of funds for the fiscal year is based on the annual reconciliation process.

7. After the "Annual Reconciliation" is completed on January 31, no funding adjustments will be made regardless of the circumstances.

8. "One-time" clean ups may be approved on a case-by-case basis jointly by the State Treasurer and NSHE Chancellor or their designees to occur outside the normal annual reconciliation period for purposes of correcting substantial accounting discrepancies between the State Treasurer and NSHE institutions. The clean-up process is not intended to be used to fund students who were previously not funded for closed years.
(Complete A. 5/17)

Section 15. GGMS Forms and Calendar

Forms related to the GGMS will be maintained by and available through the State Treasurer's Office. The NSHE Department of Academic and Student Affairs shall maintain a calendar with dates for the administration of the GGMS on the NSHE website.
(Complete A. 5/17)