Unit level report 2013
Department: Student Financial Assistance

Unit Missions

**SFA Unit Mission Statement**

**Mission statement**
The goal of the Financial Aid Office at Delta State University is to provide the opportunity for its students to secure funding to assist with paying for their education.

**Related Items**
There are no related items.
User Outcomes

1-1213: Students offered aid within seven days of submitting final documentation
Start: 7/1/2012
End: 6/30/2013

User Outcome

Institutional Goal Supported: Goal #4 – Enhance institutional effectiveness

<table>
<thead>
<tr>
<th>User Outcomes</th>
<th>Data Collection &amp; Analysis</th>
<th>Results of Evaluation</th>
<th>Use of Eval Results</th>
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<td>Students will be offered federal financial aid funds within seven days of submitting all required documentation.</td>
<td>Data will be collected from the Banner database each month. Date of final document submission will be compared to date of offering aid to determine if students are being offered aid in a timely manner.</td>
<td>Fewer students enrolled and fewer students turned in application data early. However, students were offered aid with 7 to 10 days of submitting final documentation.</td>
<td>We will continue to award aid to students in a timely manner and will contact students even more to request required documentation. Early 2013-14 data already shows an improvement in documentation received and applications finalized.</td>
</tr>
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</table>

Table 1

Data Collection (Evidence)

Results of Evaluation

Use of Results and Recommendations

Related Items
There are no related items.

1-1213: Students offered aid within seven days of submitting final documentation
Start: 7/1/2012
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Table 1

Data Collection (Evidence)

Results of Evaluation

Use of Results and Recommendations
Related Items
There are no related items.
Unit Goals

**SFA_Goal_1_1213: Develop interactive forms that can be submitted electronically**

*Start: 7/1/2012  
End: 6/30/2013*

**Unit Goal**
Develop interactive institutional financial aid forms that students can complete on the website and submit electronically to the DSU Financial Aid office. Currently, all forms are available to print on the DSU website but cannot be completed and submitted electronically.

**Evaluation Procedures**
Review DSU Financial Aid website to determine if interactive forms are available to students.

**Actual Results of Evaluation**
Interactive forms were not developed during the 2012-13 academic year. The Assistant Director worked with Communications and Marketing but a final product was not developed. This will continue to be a goal.

**Use of Evaluation Results**

**Related Items**
- SP4.Ind08: Campus Efficiencies
Section IV.a

Brief Description

Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable

Narrative

The Financial Aid Office administers all Title IV Federal Financial Aid Programs including grants, loans, and federal work study. The office administers the state financial aid programs at the institution level. The Financial Aid office acts as a "clearinghouse" for all scholarships. Scholarship recipients are selected by other offices on campus and outside sources, but all are reported to this office.

The Financial Aid Office is located in Suite 144 of Kent Wyatt Hall. The first floor of Kent Wyatt Hall serves as a "one stop shop" for student's interactions with Student Business Services, Financial Aid, Admissions, and the Registrar.

Responsibilities and Activities of the Financial Aid Office at Delta State University

1. Provide federal and state financial aid applications to students.
2. Provide counseling to students and parents with regard to securing funds to pay for their education.
3. Under federal guidelines, make federal financial aid awards to students. This would include Pell Grants, FSEOG, Student Loans, & Federal Work Study.
4. Serve as a "clearinghouse" for all institutionally awarded scholarships.
5. Electronically transmit loan application date to lenders.
6. Receive electronic funds from lenders and distribute to appropriate student accounts.
7. Electronically return funds to lenders for students who do not enroll, withdraw, or decline funds.
8. Provide loan counseling to all students before receipt of their first loan funds.
9. Provide loan counseling to all students at graduation or withdrawal.
10. Collect income date to verify accuracy of student's financial aid applications data.
11. Electronically make corrections to financial aid applications for students.
12. Conduct workshops for high school senior and their parents regarding financial aid that is available.
13. Attend training sessions 3-5 times a year to ensure we are aware of all changes in federal and state awarding guidelines.
14. Receive funds for state scholarships and distribute to appropriate student accounts.
15. Report academic data to IHL each semester for all scholarship recipients.
16. Have daily contact with lenders regarding private loan applications and disbursement issues.
17. Assist Bursar’s office with balancing loan funds account.
18. Monitor grades of all students receiving financial aid each semester.
19. Notify students of financial aid academic probation or suspension status.
20. Contact instructors of students with all non-passing grades each semester to determine last date of attendance so that an unofficial withdrawal date can be determined and financial aid funds adjusted if necessary.
21. Complete and submit the Fiscal Operations Report and Application to Participate (FISAP) with the assistance of the Accounting office each year to the Department of Education. This secures financial aid funding for the next academic year.
22. Meet with lenders on campus that come to share their services with students.
23. Provide ad hoc financial aid reports for on and off campus sources as requested.
24. Work closely with recruiting and admissions to enroll students.
25. Serve as a standing member of the Administrative Staff Council.
26. Serve as an officer and/or trainer in the Mississippi Association of Student Financial Aid Administrators (MASFAA).
27. Send letters to all applicants notifying them of date that is required before financial aid awards can be made.
28. Send letters to all applicants notifying them of their financial aid awards.
29. Maintain student files for five years after a student’s late date of attendance.
30. Electronically receive and upload to the BANNER system federal financial aid applications for all students who list Delta State as their intended school.
31. Create and have printed numerous forms that must either be completed by the student to secure financial data or are sources of information for students.
32. Assist students with completing financial aid applications.
33. Respond to thousands of inquiries yearly from students and parents by phone, in person, and by e-mail.
34. Maintain a yearly filing system of approximately 4000 students with an average of ten new confidential documents per student each year.
35. Provide a scholarship bulletin board for students in our building.
36. Notify financial aid students on academic probation of the services and workshops provided by the Academic
36. Support Lab. Serve as a monitor at these workshops.
37. Speak to parents and students at each Orientation session in the summer.
38. Staff members serve as instructors in GST emerging scholar's classes.
39. Manage the Federal Work Study program on campus. This includes notifying departments of positions, monitoring payroll data, and notifying students of eligibility.
40. Make professional judgment decisions, within Title IV guidelines, regarding a student's dependency status.
41. Make professional judgment decisions, within Title IV guidelines, regarding changes in student's and parent's income data provided on the federal application.
42. Serve as recruiters for Delta State University.
43. Work closely with the athletic department to ensure NCAA regulations are being followed with regard to athletic scholarships.
44. Implement, manage, and reconcile new required Federal Direct Loan Programs.
45. Monitor new Pell Grant lifetime limits as established in 2012.
46. Send e-mail notices to students weekly to notify them of loan payments.
47. Report Gainful Employment data each year on the NSLDS website as required.
Section IV.b

Comparative data

Judgment

☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative


Total Aid Accepted All Types – Unduplicated (As of July 20, 2013)

<table>
<thead>
<tr>
<th>YEAR</th>
<th># of Students</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td>3217</td>
<td>$ 33,126,975</td>
</tr>
<tr>
<td>2011-2012</td>
<td>3300</td>
<td>$ 33,992,487</td>
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<tr>
<td>2010-2011</td>
<td>3354</td>
<td>$ 34,065,242</td>
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<tr>
<td>2009-2010</td>
<td>3478</td>
<td>$ 33,335,150</td>
</tr>
<tr>
<td>2008-2009</td>
<td>3455</td>
<td>$ 31,590,476</td>
</tr>
<tr>
<td>2007-2008</td>
<td>3395</td>
<td>$ 29,605,822</td>
</tr>
<tr>
<td>2006-2007</td>
<td>3597</td>
<td>$ 29,003,389</td>
</tr>
<tr>
<td>2005-2006</td>
<td>3467</td>
<td>$ 29,245,409</td>
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<tr>
<td>2004-2005</td>
<td>3449</td>
<td>$ 25,674,415</td>
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<tr>
<td>2003-2004</td>
<td>3280</td>
<td>$ 23,880,747</td>
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<tr>
<td>2002-2003</td>
<td>3296</td>
<td>$ 22,873,375</td>
</tr>
<tr>
<td>2001-2002</td>
<td>3151</td>
<td>$ 20,058,641</td>
</tr>
</tbody>
</table>

Total Title IV Paid 2478 $ 24,611,293
Total Institutional Scholarships 527 $3,211,313
Total Out of State Scholarships 321 $ 2,492,220
Total Inst Adm-Outside 110 $ 182,528
Total State Scholarships 716 $ 983,142
Total Outside Sources * 442 $ 1,124,925
Total Private Loans 79 $ 521,554

TOTAL $ 33,126,975

* Total Outside Sources Includes: Americorp, FTA, Housing, MPACT, MS Teacher Fellowship, GI Bill, National Guard Benefits, Vocational Rehabilitation, WIA Books, & Off Campus Scholarships.
Loan Information

<table>
<thead>
<tr>
<th>Loans</th>
<th># of Students</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidized Stafford Loans</td>
<td>1448</td>
<td>$ 5,468,454</td>
</tr>
<tr>
<td>Unsubsidized Stafford Loans</td>
<td>2167</td>
<td>$ 12,209,966</td>
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<tr>
<td>Parent PLUS Loans</td>
<td>102</td>
<td>$ 784,717</td>
</tr>
<tr>
<td>Perkins Loans</td>
<td>112</td>
<td>$ 233,613</td>
</tr>
<tr>
<td><strong>TOTAL Federal Loans</strong></td>
<td></td>
<td><strong>$ 18,688,632</strong></td>
</tr>
<tr>
<td>Alternative Private Loans Paid</td>
<td>79</td>
<td>$ 521,554</td>
</tr>
</tbody>
</table>

Grant and Work Study Information

<table>
<thead>
<tr>
<th>Grants &amp; Work Study</th>
<th># of Students</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pell Grants Paid</td>
<td>1394</td>
<td>$ 5,468,454</td>
</tr>
<tr>
<td>SEOG Paid</td>
<td>178</td>
<td>$ 100,878</td>
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<tr>
<td>Federal Work Study Paid</td>
<td>294</td>
<td>$ 353,332</td>
</tr>
<tr>
<td><strong>TOTAL Grants &amp; Work Study</strong></td>
<td></td>
<td><strong>$ 5,922,661</strong></td>
</tr>
<tr>
<td>Average Pell Grant Award/Year</td>
<td></td>
<td>$ 3922</td>
</tr>
</tbody>
</table>
### Institutional Scholarships/Funds

<table>
<thead>
<tr>
<th>FUND</th>
<th># of Students</th>
<th>Amount</th>
<th>FUND</th>
<th># of Students</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>484</td>
<td>$844,986</td>
<td>Critical Needs</td>
<td>15</td>
<td>$182,809</td>
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<tr>
<td>Athletic</td>
<td>332</td>
<td>$1,190,417</td>
<td>HELP</td>
<td>18</td>
<td>$94,446</td>
</tr>
<tr>
<td>Music</td>
<td>128</td>
<td>$240,879</td>
<td>MTAG</td>
<td>586</td>
<td>$398,700</td>
</tr>
<tr>
<td>Foundation</td>
<td>513</td>
<td>$701,615</td>
<td>MESG</td>
<td>25</td>
<td>$55,000</td>
</tr>
<tr>
<td>Other Service **</td>
<td>27</td>
<td>$38,906</td>
<td>Nursing</td>
<td>27</td>
<td>$96,000</td>
</tr>
<tr>
<td>Dependent</td>
<td>35</td>
<td>$92,216</td>
<td>William Winter</td>
<td>27</td>
<td>$96,000</td>
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<tr>
<td>Honor</td>
<td>54</td>
<td>$100,986</td>
<td>Sum Develop</td>
<td>12</td>
<td>$38,887</td>
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<tr>
<td>Teach for America</td>
<td>2</td>
<td>$1,308</td>
<td>GTS</td>
<td>2</td>
<td>$1,875</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Gear Up</td>
<td>4</td>
<td>$19,425</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>3,211,313</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>983,142</strong></td>
<td></td>
</tr>
</tbody>
</table>

### State Scholarships

<table>
<thead>
<tr>
<th>FUND</th>
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<th>Amount</th>
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<tr>
<td><strong>TOTAL OOS</strong></td>
<td></td>
<td><strong>2,492,220</strong></td>
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### Institution Administers-Outside Funds

- **Hearin – Admissions**: 50, $50,000
- **WIA**: 41, $107,820
- **Math/Science Partnership**: 19, $24,708

**TOTAL**: $182,528

**Other Service Includes**: Art, SGA, Student Union, Student Editors
Average Financial Aid award per student for 2012-2013 $10,297
($33,126,975 / 3217 = $10,297)

Total Actual cost for a dorm student at Delta State in 2012-2013 $12,824
($7100 dorm/meal fee + $5724 tuition)

Estimated cost of attendance for 2012-2013 at Delta State University

<table>
<thead>
<tr>
<th>Item</th>
<th>Dependent</th>
<th>Independent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>5724</td>
<td>5724</td>
</tr>
<tr>
<td>Books</td>
<td>1000</td>
<td>1000</td>
</tr>
<tr>
<td>Room/Board/Transportation/Miscellaneous</td>
<td>11025</td>
<td>11025</td>
</tr>
<tr>
<td>Self Supporting Allowance</td>
<td>-0-</td>
<td>1000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>17,749</strong></td>
<td><strong>18,749</strong></td>
</tr>
</tbody>
</table>

Financial Aid Application Report

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<tr>
<td>March 1</td>
<td>1037</td>
<td>966</td>
<td>959</td>
<td>924</td>
<td>1158</td>
<td>1167</td>
<td>1234</td>
<td>1468</td>
<td>1682</td>
<td>1977</td>
</tr>
<tr>
<td>April 1</td>
<td>2071</td>
<td>1915</td>
<td>1901</td>
<td>1779</td>
<td>2147</td>
<td>2099</td>
<td>2328</td>
<td>2594</td>
<td>2899</td>
<td>2973</td>
</tr>
<tr>
<td>May 1</td>
<td>2913</td>
<td>2813</td>
<td>2838</td>
<td>2699</td>
<td>2922</td>
<td>2954</td>
<td>3170</td>
<td>3486</td>
<td>3711</td>
<td>4125</td>
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<tr>
<td>June 1</td>
<td>3560</td>
<td>3513</td>
<td>3645</td>
<td>3457</td>
<td>3575</td>
<td>3502</td>
<td>3892</td>
<td>4244</td>
<td>4486</td>
<td>5025</td>
</tr>
<tr>
<td>July 1</td>
<td>4291</td>
<td>4334</td>
<td>4500</td>
<td>4119</td>
<td>4276</td>
<td>4266</td>
<td>4617</td>
<td>4970</td>
<td>5163</td>
<td>5722</td>
</tr>
<tr>
<td>August 1</td>
<td>5062</td>
<td>5117</td>
<td>5401</td>
<td>4891</td>
<td>5051</td>
<td>5038</td>
<td>5396</td>
<td>5779</td>
<td>6014</td>
<td>6682</td>
</tr>
<tr>
<td>Sept 1</td>
<td>5573</td>
<td>5778</td>
<td>5968</td>
<td>5483</td>
<td>5546</td>
<td>5630</td>
<td>5977</td>
<td>6475</td>
<td>6316</td>
<td>7394</td>
</tr>
<tr>
<td>End of Yr</td>
<td>6412</td>
<td>6547</td>
<td>6885</td>
<td>6256</td>
<td>6368</td>
<td>6690</td>
<td>7074</td>
<td>7610</td>
<td>7797</td>
<td>8612</td>
</tr>
</tbody>
</table>
Section IV.c

Diversity Compliance Initiatives and Progress

Judgment

☐ Meets Standards    ☐ Does Not Meet Standards    ☐ Not Applicable

Narrative
Section IV.d

Economic Development Initiatives and Progress

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section IV.e

Grants, Contracts, Partnerships, Other Accomplishments

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section IV.f

Service Learning Data
List of projects, number of students involved, total service learning hours, number of classes, faculty involved, accomplishments.

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section IV.g

Strategic Plan Data
Only use this section if you have strategic plan info to report that is not covered in other areas of your report

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section IV.h  

Committees Reporting To Unit  

Each unit includes in the annual plan and report a list of the committees whose work impacts that unit or any other aspect of the university; along with the list will be a notation documenting the repository location of the committee files and records. Committee actions affecting the unit’s goals may be noted in other applicable sections of the annual reports. Not required to be included in the unit’s annual plan and report, but required to be maintained in the repository location, will be a committee file that includes, for each committee: Mission and by-laws, Membership, Process, Minutes.

Judgment  

☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section V.a

Faculty (Accomplishments)
Noteworthy activities and accomplishments

Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable

Narrative
Section V.b

Staff (Accomplishments)

Judgment
☐ Meets Standards   ☐ Does Not Meet Standards   ☐ Not Applicable

Narrative
Noteworthy activities and accomplishments:

Financial Aid Director Served on the board of the State Financial Aid Organization (MASFAA)
Financial Aid staff member served on the Delta State attendance committee.
The following workshops were attended by one or all of the SFA professional/support staff during 2012-13. These
provided the continued training necessary in new and proposed financial aid regulations.

- MASFAA (State Association) Fall training
- MASFAA New Aid Officer’s Workshop
- Financial Aid Officer’s Workshops sponsored by USA Group
- MASFAA Spring Conference
- Banner Users Group
- Gulf South Conference Update for Financial Aid Directors

Financial Aid staff served as presenters and/or organizers of the following:

- Financial Awareness Week – Delta State University
- College Goal Sunday
- Financial Aid Workshop for Greenwood Public Schools at Greenwood High
- Financial Aid Workshop for Amanda Elzy High School, Greenwood
- Financial Aid Workshops at Lee Academy, Clarksdale
- Financial Aid Workshops at Eastside High School, Cleveland
- Financial Aid Workshops at Pillow Academy, Greenwood
- Financial Aid Workshop at West Bolivar High School, Rosedale
- Financial Aid Workshop at St. Joe High School, Greenville, MS
- Financial Aid Workshop at North Panola High School, Batesville
- Financial Aid Workshop at Cleveland High School, Cleveland
- Financial Aid Workshop at Simons High School, Hollandale
- Spoke with visiting high school groups brought in by DSU recruiters
- Instructors for GST classes on campus
Section V.c

Administrators (accomplishments)

Judgment

[ ] Meets Standards  [ ] Does Not Meet Standards  [ ] Not Applicable

Narrative
Section V.d

Position(s) requested/replaced with justification

Judgment

☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section V.e

Recommended Change(s) of Status

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative
Section VI.a

Changes Made in the Past Year

Judgment
☐ Meets Standards ☐ Does Not Meet Standards ☐ Not Applicable

Narrative
Section VI.b

Recommended Changes for the Coming Year

Judgment
☐ Meets Standards  ☐ Does Not Meet Standards  ☐ Not Applicable

Narrative