

**Unit Missions**

☛ **SFA Unit 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**

<b>User Outcomes</b>			
<b>User Outcomes</b>	<b>Data Collections &amp; Analysis</b>	<b>Results of Evaluations</b>	<b>Use of Eval Results</b>
Students will be offered federal financial aid funds within seven days of submitting all required documentation.	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.	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.	We will continue to award aid to students in a timely manner and will contact students even more to request required documentation. Early 2013-2014 data already shows an improvement in documentation received and applications finalized.


**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

**End:** 6/30/2013

**User Outcome**

**Institutional Goal Supported: Goal #4 – Enhance institutional effectiveness**

<b>User Outcomes</b>			
<b>User Outcomes</b>	<b>Data Collection &amp; Analysis</b>	<b>Results of Evaluation</b>	<b>Use of Eval Results</b>
<b>Students will be offered federal financial aid funds within seven days of submitting all required documentation.</b>	<b>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.</b>	<b>Fewer students enrolled and fewer students turned in application in early. However, students were offered aid with 7 to 10 days of submitting final documentation.</b>	<b>We will continue to award aid to students in a timely manner and will contact students even more to request required documentation. Early 2013-2014 data already shows an improvement in documentation received and applications finalized.</b>

**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 data 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 data 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.

*Delta State University FY2013 Unit Level Report*

*Department: Student Financial Assistance*

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 to 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 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.

*Delta State University FY2013 Unit Level Report*  
*Department: Student Financial Assistance*

**Section IV.b Comparative Data**

**Judgment**

Meets Standards  Does Not Meet Standards  Not Applicable

**Narrative**

**Report of Financial Aid Awards for 2012-2013**

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

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

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
	<b>TOTAL</b>	<b>\$ 33,126,975</b>

\*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**

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

**Grant and Work Study Information**

	# of Students	TOTAL
Pell Grants Paid	1394	\$5,468,454
SEOG Paid	178	\$100,878
Federal Work Study Paid	294	\$353,332
<b>TOTAL Grants &amp; Work Study</b>		<b>\$5,922,661</b>
<b>Average Pell Grant Award/Year</b>	<b>\$ 3922</b>	

*Delta State University FY2013 Unit Level Report*  
*Department: Student Financial Assistance*

**Institutional Scholarships/Funds**

**State Scholarships**

FUND	# of Students	Amount		FUND	# of Students	Amount
Academic	484	\$ 844,986		Critical Needs	15	\$ 182,809
Athletic	332	\$ 1,190,417		HELP	18	\$ 94,446
Music	128	\$ 240,879		MTAG	586	\$ 398,700
Foundation	513	\$ 701,615		MESG	25	\$ 55,000
Other Service **	27	\$ 38,906		Nursing	27	\$ 96,000
Dependent	35	\$ 92,216		William Winter	27	\$ 96,000
Honor	54	\$ 100,986		Sum Develop	12	\$ 38,887
Teach for America	2	\$ 1,308		GTS	2	\$ 1,875
				Gear Up	4	\$ 19,425
<b>TOTAL</b>		<b>\$ 3,211,313</b>			<b>TOTAL State</b>	<b>\$ 983,142</b>
<b>Out of State</b>						
Academic	119	\$ 976,683				
Alumni	6	\$ 40,932				
Athletic	118	\$ 930,381				
Delta Regional	7	\$ 50,019				
Graduate	33	\$ 254,679				
Music	1	\$ 9,096				
Regional	5	\$ 38,658				
Student Affairs	32	\$ 191,772				
<b>TOTAL OOS</b>		<b>\$ 2,492,220</b>				
<b>Institution Administers- Outside Funds</b>						
Hearin – Admissions	50	\$ 50,000				
WIA	41	\$ 107,820				
Math/Science Partnership	19	\$ 24,708				
<b>TOTAL</b>		<b>\$ 182,528</b>				

\*\* Other Service Includes: Art, SGA, Student Union, Student Editors



**Delta State University FY2013 Unit Level Report**  
**Department: Student Financial Assistance**

**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**

<b>Item</b>	<b>Dependent</b>	<b>Independent</b>
Tuition	5724	5724
Books	1000	1000
Room/Board/Transportation/Miscellaneous	11025	11025
Self Supporting Allowance	-0-	1000
<b>TOTAL</b>	<b>17,749</b>	<b>18,749</b>

**Financial Aid Application Report**

	<b>2003-2004</b>	<b>2004-2005</b>	<b>2005-2006</b>	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
<b>March 1</b>	1037	966	959	924	1158	1167	1234	1468	1682	1977
<b>April 1</b>	2071	1915	1901	1779	2147	2099	2328	2594	2899	2973
<b>May 1</b>	2913	2813	2838	2699	2922	2954	3170	3486	3711	4125
<b>June 1</b>	3560	3513	3645	3457	3575	3502	3892	4244	4486	5025
<b>July 1</b>	4291	4334	4500	4119	4276	4266	4617	4970	5163	5722
<b>August 1</b>	5062	5117	5401	4891	5051	5038	5396	5779	6014	6682
<b>Sept 1</b>	5573	5778	5968	5483	5546	5630	5977	6475	6316	7394
<b>End of Yr</b>	<b>6412</b>	<b>6547</b>	<b>6885</b>	<b>6256</b>	<b>6368</b>	<b>6690</b>	<b>7074</b>	<b>7610</b>	<b>7797</b>	<b>8612</b>

**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**