



THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Office of Financial Aid
A Department of the Division of Student Affairs

Instructions (*Please read carefully*)

Federal law requires students receiving federal student aid to maintain Satisfactory Academic Progress. Satisfactory Academic Progress standards are separate from the regulations governing academic probation and suspension. For financial aid purposes, Satisfactory Academic Progress requirements at The University of Southern Mississippi apply only to those credits earned at Southern Miss. A student who has been placed on *financial aid suspension* may **APPEAL** the decision. Federal law requires that the student demonstrate *mitigating* circumstances. Mitigating circumstances are those that have an effect upon the student's academic performance, were substantially beyond the student's control, and whose occurrence would not likely to be repeated. Examples of mitigating circumstances include an illness of the student; a serious injury of the student; death of a student's relative; or other unusual situations, which are explained fully and can be fully documented. Please note, however, that there is no circumstance that would automatically qualify a student for reinstatement of financial aid eligibility. You must explain your exceptional circumstances thoroughly, and attach supporting documentation. Supporting documentation includes, but is not limited to, medical excuses, hospital statements, letters from counselors or health care givers, death certificates, etc. Financial aid appeals that do not include supporting documentation or appeals based on reasons other than those outlined above will be denied without further consideration.

All information submitted to the Office of Financial Aid by you, or on your behalf, is deemed confidential and is protected under the Family Educational Rights and Privacy Act of 1974.

Remember...

1. Follow instructions carefully. Failure to provide all required information, or to follow specific procedures, may result in your appeal for reinstatement of financial aid being denied.
2. Requests to appeal the loss of financial aid are generally reviewed within ten working days of the submission of your appeal to the Office of Financial Aid, provided that all documents are properly completed. (**SPECIAL NOTE**) *Requests for appeals may take longer to review during those weeks associated with general and late registration due to high volume student contact during these periods.* To ensure that appeals are completed within an appropriate time frame to allow for the processing of financial aid, we recommend that they be submitted to the Office of Financial Aid no later than thirty (30) days prior to the enrollment period for which the appeal is submitted.
3. Students may obtain the decision on their appeal by visiting or by contacting the Office of Financial Aid during regular office hours. **Appeal decisions not acquired from the Office of Financial Aid after 10 working days will be mailed to the address designated by the student as his/her desired mailing address.**
4. **Students must be advised that submitting an appeal for reinstatement of financial aid and supporting documentation does not guarantee that an appeal will be granted by the Office of Financial Aid.** Appeals are placed for consideration before a committee of Financial Aid Administrators. Appeals are granted by a majority decision from committee members and cannot be appealed to the U.S. Department of Education. Students who have used financial aid to complete their minimum payment for a subsequent enrollment period and who have had their appeals denied by the Office of Financial Aid will lose any financial aid awarded to them until they meet the criteria to have financial aid eligibility reinstated. These students must contact the Business Services Office to arrange payment for their continued enrollment in classes.

