OFFICE OF FINANCIAL AID

Federal law requires students receiving federal student aid to declare an academic major within a reasonable amount of time, as defined by the student’s academic institution. Undeclared majors are eligible to receive federal student aid only if they fall within one of the following categories:

**Undergraduate Undeclared Majors:**

- An undergraduate undeclared student with a clear admission status is eligible to receive federal financial aid until they have exceeded 30 hours of earned credits (including transfer hours). Failure to declare a major after the student has earned 30 credit hours could possibly result in the student being placed on financial aid suspension. The Office of Financial Aid reviews this measure at the conclusion of each spring semester.

**Transfer Undergraduate Students:**

- An undeclared undergraduate transfer student with a clear admissions status is eligible to receive federal financial aid until they have exceeded 30 hours of earned credits. Undeclared students transferring in more than 30 earned credit hours will be deemed eligible to receive federal financial aid for one academic semester. Failure to declare a major prior to the beginning of the student’s second term could possible result in the student being placed on financial aid suspension. The Office of Financial Aid reviews this measure at the conclusion of each spring semester.

As a result of you not declaring an academic major within a reasonable time period, your federal student aid has been suspended. A student who has been placed on financial aid suspension may APPEAL the decision. Federal law requires that the student demonstrate a mitigating circumstance in regards to them not declaring an academic major within a reasonable amount of time. An example of a mitigating circumstance includes the student’s inability to declare an academic major, as a result of not having the appropriate Grade Point Average to do so. Please note, however, that there is no circumstance that would automatically qualify a student for reinstatement of financial aid eligibility. **You must explain your mitigating circumstances thoroughly, and attach supporting documentation. Supporting documentation includes, but is not limited to, letters from academic advisors or academic deans who are able to confirm your circumstance.**

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…

Requests to appeal the loss of financial aid are generally reviewed within 14 working days of the submission of your appeal to the Office of Financial Aid, provided that all documents are properly completed. **(SPECIAL NOTE) An appeal and supporting documentation needs to be filed by the appeal processing priority deadline which is 7 business days prior to the semesters add/drop date. The priority deadline is established to ensure the appeal committee can process the appeal in time for the student to withdraw from classes without financial penalty if the appeal is denied.**

(Please continue on to complete the next page of the appeals form.)
OFFICE OF FINANCIAL AID

(REINSTATEMENT OF FINANCIAL AID REQUEST FOR UNDECLARED MAJORS)

Please circle which semester you are appealing to have your financial aid reinstated:

<table>
<thead>
<tr>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
</table>

Printed Name

Student ID

If an undergraduate, please circle academic classification:

- Freshman
- Sophomore
- Junior
- Senior

Please explain the unusual circumstances that have caused you not to declare an academic major. Use the space provided; attach additional sheets if needed, and all supporting documentation:

Signature: [Signature]

Date: [Date]

(Please return appeal form and supporting documentation to the appropriate campus)

Special Note: An appeal and supporting documentation needs to be filed by the appeal processing priority deadline which is 7 business days prior to the semesters add/drop date. The priority deadline is established to ensure the appeal committee can process the appeal in time for the student to withdraw from classes without financial penalty if the appeal is denied. Appeals can be submitted via mail or fax:

The University of Southern Mississippi
Office of Financial Aid
118 College Drive
Box 5101
Hattiesburg, MS 39406-0001
Phone: 601.266.4774
Fax: 601.266.5769

The University of Southern Mississippi
Office of Financial Aid
730 East Beach Blvd
Long Beach, MS 39560
Phone: 228.865.4513
Fax: 228.214.5415