



**FRANCIS MARION UNIVERSITY
OFFICE OF FINANCIAL ASSISTANCE
IE DEPARTMENTAL ASSESSMENT PLAN**

ASSESSMENT PLAN PERIOD: July 1, 2018 - June 30, 2019

DEPARTMENTAL MISSION STATEMENT: *It is recognized that the costs of higher education are a significant addition to a family's budget. The mission of the Financial Assistance Office is to provide opportunities for students choosing to pursue a course of study at Francis Marion University. This is accomplished through:*

- (1) Providing information services to prospective students and the community;*
- (2) Assisting students in the financial assistance application process;*
- (3) Determining eligibility for assistance and making financial assistance awards;*
- (4) Facilitating the timely delivery of financial assistance proceeds.*

| GOALS | DESIRED OUTCOMES | ASSESSMENT METHODS AND PROCEDURES | RESULTS | PLANNED IMPROVEMENTS BASED ON ASSESSMENT RESULTS |
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| Providing information services to prospective students and the community | Students, parents, and teachers will attend high school workshops presented by the Office of Financial Assistance. | Baseline: The Office of Financial Assistance averages 4 workshops per year. Benchmark: The Office of Financial Assistance will present at least 6 workshops at local high schools and/or FMU during the academic year. Target: The Office of Financial Assistance will increase to 7 workshops at local high schools and/or FMU during the academic year. | Due to the time constraints caused by the implementation of Colleague, our staff was unable to conduct high school workshops/FAFSA days. TARGET NOT MET | Reinstate FAFSA day (or something similar) and work with guidance counselors to increase the number of students we assist during those days. |

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| Increased orientation attendance at FA information sessions | Students and parents will attend Orientation financial assistance presentations. | <p>Baseline B. Approximately 800 orientees attend the FA information session</p> <p>Benchmark B. At least 900 Orientation attendees will attend the Office of Financial Assistance session each summer. Target B. At least 1000 Orientation attendees will attend the Office of Financial Assistance session each year.</p> | During 2018, 1068 freshmen/transfer students attended the FA presentation during Orientation. TARGET MET. | At least 1000 students will attend the Office of Financial Assistance session during Summer 2019. |
| Assisting students to complete FAFSAs | FA staff will go to local high schools and help students individually complete their FAFSAs for the upcoming school year | <p>Baseline: The Office of Financial Assistance assists approximately 75 students per year complete the FAFSA Benchmark: FA staff will help at least 100 students complete their FAFSAs Target: FA staff will assist 200 students with completing the FAFSA</p> | Due to the time constraints caused by the implementation of Colleague, our staff was unable to conduct FAFSA days at local high schools. TARGET NOT MET | Reinstate FAFSA day (or something similar) and work with guidance counselors to assist 100 students with completing their FAFSAs. |
| Determining eligibility for assistance and making financial assistance awards | Students will be accurately awarded financial assistance based on Federal and State guidelines. Federal and State audits are the final determinant. | <p>Baseline: No Federal or State audit findings occurred Benchmark: No Federal or State findings Target: No Federal or State findings</p> | No Federal or State audit findings as of 6/26/19. TARGET MET | Continue to have audits with no significant findings. Continue membership with NASFAA to stay abreast of Federal aid changes. |

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