NORTH CAROLINA A&T STATE UNIVERSITY
OFFICE OF STUDENT FINANCIAL AID OFFICE
SATISFACTORY ACADEMIC PROGRESS APPEAL FORM SPRING 2017

Section A - General Information

Name: _____ **Banner ID: 950**_____

Address: _____

| | City | State | Zip |

Telephone No: __(   )_____   Check One: ☐ Undergraduate   ☐ Graduate

Major: _____   Academic Advisor: _____

E-mail Address: _____   Cell No.: ____(   )_____

Section B - Reasons for an Appeal (Check all that apply)

☐ **Working on a second undergraduate degree:** A Second Degree Form completed by your Academic Advisor or Dean/Chair of your Department indicating the courses, the credit hour of each course, and the total hours required to complete the second degree with your anticipated graduation date. The Second Degree Form can be found at http://www.ncat.edu/~finaid/forms.html.

☐ **Dual Degree (Double Major):** A Dual Degree Form completed by your Academic Advisor indicating that you are working on a double major and the number of hours required for you to complete both majors. The Dual Degree Form can be found at http://www.ncat.edu/~finaid/forms.html.

☐ **Medical:** Documentation of illness must be attached to the Appeal Form. For instance: a letter from the physician, hospital, etc.

☐ **Death or extended illness of immediate family member (parents, spouse, siblings, and children):** Please attach a copy of the death certificate or obituary. Consideration will only be given for immediate family members.

☐ **Unusual circumstances not applicable to the above:** Please provide details and documentation. Date the circumstance(s) occurred: _____/_____/_____.

Please Note: If your appeal references sexual misconduct, the Office of Student Financial Aid is required to report allegations to the Title IX Coordinator.

Section C - Student's Academic Plan of Action
An Academic Plan of Action from your Academic Advisor must be submitted with this appeal form.

Section D - Student's Letter of Appeal
Please provide a detail explanation of your appeal. This form must be completed by the student. An additional sheet may be used if more space is required. Please write legibly and provide documentation.

_____

_____

_____

Student's Name: _____ **Banner ID:** _____

Explanation Cont.: _____

_____

_____

_____

_____

_____

_____

_____

Please explain what you have done or are doing to resolve the problem(s) that prevented you from making satisfactory academic progress. Be specific.

_____

_____

_____

_____

Section E – Financial Literacy Course

In order for your appeal to be reviewed, you must complete two USA Funds Life Skills modules at www.lifeskills.org and answer at least 70 percent of the post test questions correctly. The modules include information on managing your personal goals and budgeting while in school. **You are required to complete Module 203 – "How Do I Live on a Budget While In School?"** The second module can be one of your choice. The instructions to complete the modules are located at http://www.ncat.edu/admissions/financial-aid/pdf/ncat-life-skills-inst.pdf.

Signature: _____ **Date:** _____ / _____ / _____

Please return this form to the Office of Student Financial Aid

Deadline: The last day that an appeal request form will be accepted for Spring 2017 registration is January 6, 2017. Any appeal submitted after that date will be reviewed after registration has ended.

NORTH CAROLINA A&T STATE UNIVERSITY
Office of Student Financial Aid Office
1601 E. Market Street
Greensboro, NC 27411
(336) 334-7973 ● Fax (336) 334-7954

USA FUNDS LIFE SKILLS STUDENT GUIDE
North Carolina Agricultural & Technical State

Through your school, you now have access to USA Funds "Life Skills", a free online learning program that offers you advice for managing your time and money wisely while on campus and after graduation. This Student Guide provides basic information about the tool and outlines the steps necessary to access and complete the lessons that your school has assigned to you.

Log in: New users are required to complete a simple, one-time registration process. Once you complete the initial registration process, only your username and password are required for future visits.

1. Open your browser and go to www.lifeskills.org. Helpful hint: Save this address as a favorite to simplify access for future visits.
2. Click "Request a new account" in the Login box to create your account.
3. Complete all of the information on the Request Account page. Some fields require the School defined information listed below:
   a. Enter NC A&T State University's email address as your Username.
   b. Enter the student ID number assigned to you by NC A&T as your school-assigned student ID.
   c. Enter **00290500** as your School Code. Note: This code must be entered exactly as shown here.
   d. Enter **00290500-01** as your Student Access Code. Note: This code must be entered exactly as shown here.
4. Click "Create Account" in the lower right hand corner to create your account. If you forget
   your password on future visits, click "Forgot your password?" in the Login box to receive an email containing your password to the email address you provided when you created your account.

Get started: To access and complete the lessons, follow these steps:
 Select "My Catalog" from the left navigation menu or select the "My Catalog" tab at the top of the page.

1. Click on the name of a lesson and click "Enroll" on the right side of the screen. Lessons can be completed in any order. If you are unable to complete a lesson in one visit, you can return to it at any time and continue where you left off. Click the name of the lesson under "My Learning" on your Home page to return to the in-progress lesson.
2. Click on the name of the lesson again under "OLT Lessons" to begin the lesson. ***Note: Your computer settings must be set to allow pop-ups to access the lesson. The lessons also contain sound so you may want to use headphones.***
3. Click "Next" to advance through the lesson.
4. Complete the Lesson Challenge quiz at the end of the lesson. You must achieve 70 percent or higher to pass the lesson. Once achieved, your score will be recorded on your transcript as well as your school's weekly report. (See next section for transcript information.).
5. Scroll to the bottom of the Lesson Challenge results and click "Print" to print your quiz results.
6. Click "Ok" to close your quiz results and click "Close Window" to exit the lesson.
7. Click USA Funds Life Skills Survey under "Course Activities" to complete a brief survey about the lesson.
8. Click the "Home" tab to return to the Home page.
9. Repeat the previous steps until you have completed all of the lessons assigned to you.

You can review the lessons and retake the Lesson Challenges to improve your score at any time by navigating to the lesson through the course catalog.

Your school has assigned the following lesson(s) to you:
- 201 How Do I Achieve My Goals?
- 202 What Do I Need to Know Before I Select a Program of Study?
- 203 How Do I Live on a Budget While I'm in School?
- 204 How Do I Manage My School Life?
- 205 How Do I Manage My Personal Life While I Am in School?

See your results: A printable transcript of your lesson activity is available at any time.
1. Click "My Transcripts" in the left navigation menu.
   a. Your transcript will provide details about any lesson in which you have enrolled, including completion status, registration date, completion date and final assessment score.
2. You have the option to print or export your transcript.
   a. Click "Print" in the upper right corner to print your transcript.
   b. Click "Export" in the upper right corner, choose an export format and click "Export" to create an electronic version of your transcript.

Complete multiple assignments: If you are assigned multiple lessons from different staff (for example, one group of lessons from the financial aid office and another group of lessons from a professor), you will need to enter additional access codes to your account. This is required for your lesson completion results to be accurately reported to those who assigned the USA Funds Life Skills lessons to you.
1. Click "My Account" in the left navigation menu.
2. Enter the additional code(s) in the available Student Access Code fields. If you override an existing code with a new code, your completion results no longer will be reported to the person who provided the existing code.
3. Click "Update."

Get help: For assistance, use the "Contact Us" link or call USA Funds Customer Support, Monday through Friday, between 8 a.m. and 8 p.m. Eastern time at (800) 766-0084. After these hours, support is available at (866) 722-1470.