

# 2012-2013 Satisfactory Academic Progress Appeal



Channel Islands

CALIFORNIA STATE UNIVERSITY

**DIVISION OF STUDENT AFFAIRS**

Financial Aid & Scholarships Office

One University Drive

Camarillo, CA 93012

Student Name (Please Print)

Last Name

First Name

MI

Student ID#

Date

CI E-mail Address

Federal Regulations require an evaluation of Satisfactory Academic Progress (SAP) at the end of each payment period (semester) for all students receiving financial aid.

Students who are not meeting Satisfactory Academic Progress will not be eligible to receive aid from any federal, state, institutional, or outside aid program unless an appeal has been submitted and approved.

**Right to Appeal:**

You have the right to appeal your denial to continue to receive financial aid assistance. Your appeal must be filed by Friday, March 22, 2013 for the spring 2013 semester. The appeal may not be based upon your need for the assistance OR your lack of knowledge that your assistance was in jeopardy. An appeal would normally be based upon an unusual circumstance which prevented you from passing one or more of your classes or which resulted in your withdrawal.

Examples of possible situations include a documented serious illness, severe injury or death of an immediate family member. If you do not have grounds for an appeal or if your appeal is denied, you may still be able to regain your eligibility for future semesters. This is done by enrolling at CI at your own expense without financial aid assistance and meeting the requirements of Satisfactory Academic Progress.

If you wish to appeal please complete this form and attach the following documentation:

**I. LETTER OF EXPLANATION FOR REQUESTING AN APPEAL:**

You must provide a typed and signed letter of explanation detailing the date the problem occurred, the nature of the problem, how your studies were affected, and how the problem was resolved or how you plan to remedy the situation.

**2. REQUIRED SUPPORTING DOCUMENTATION:**

- o Submit a Probationary Semester Action Plan and your CI Academic Requirements Report (CARR).  
\* Please note if you have exceeded the maximum timeframe requirement you will also need to submit an Academic Advising Student Action Plan, which includes your required remaining units to graduate and your expected graduation date.
- o If you or an immediate family member experienced a serious injury, illness or mental health condition, please attach a statement from your physician or mental health professional reflecting date(s) of occurrence/ treatment.
- o If you experienced the death of an immediate family member, please attach a copy of the death certificate, paper obituary/link to online obituary, or statement from physician.
- o If you experienced circumstances beyond your control, please attach documentation that supports your situation.

### 3. USA FUNDS LIFE SKILLS LESSON MODULES:

- o You must also complete the USA Funds Life Skills Modules for Satisfactory Academic Progress. These lessons are available online at [www.lifeskills.org](http://www.lifeskills.org) see included instructions below for details on how to complete these two lessons.

**REMEMBER: All appeals MUST include the following:**

1. **Appeal form**
2. **Typed and signed letter of explanation**
3. **Required Academic Documents**
4. **Any relevant supporting documentation**

The Financial Aid Appeals Committee will review your appeal and send you a decision within 30 days to your CI e-mail address.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT THIS FORM TO THE CSU CHANNEL ISLANDS FINANCIAL AID & SCHOLARSHIPS OFFICE**

# USA Funds Life Skills Student Guide

## California State University - Channel Islands, Satisfactory Academic Progress



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 lesson(s) 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](http://www.lifeskills.org).
  - o 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.
  - o Enter your school e-mail address as your username.
  - o Enter the student ID number assigned to you by your institution as your school-assigned student ID.
  - o Enter **03980300** as your School Code. Note: This code must be entered exactly as shown here.
  - o Enter **03980300-02** as your Student Access Code. Note: This code must be entered exactly as shown here.
4. Click “Create Account” in the lower right corner to create your account.
  - o Note: 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.

The screenshot shows the 'Request Account' registration page. It includes a title 'Request Account', a sub-header 'Please enter the following information to create an account.', and a note '\* Required Fields.' The form contains several input fields: Username, Password, Confirm, First Name, Last Name, Email Address, Confirm Email Address, School Assigned Student ID, School Code, Student Access Code, and Word Verification. A password strength indicator is present below the password fields. At the bottom, there is a CAPTCHA image with the text 'Choose processif' and a 'Reload' button.

### Get started.

To access and complete the lessons, follow these steps:

1. Select “My Catalog” from the left navigation menu or select the “My Catalog” tab at the top of the page.
2. Click on the name of a lesson and click “Enroll” on the right side of the screen.
  - o 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.
3. Click on the name of the lesson again under “OLT Lessons” to begin the lesson.
  - o **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.**
4. Click “Next” to advance through the lesson.
5. 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.)
  - o 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:

- 204 How Do I Manage My School Life?
- 205 How Do I Manage My Personal Life While I Am in School?

**Your school requires you to complete both lessons listed above.**

***See your results.***

A printable transcript of your lesson activity is available at any time.

1. Click “My Transcripts” in the left navigation menu.
  - 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.
  - Click “Print” in the upper right corner to print your transcript.
  - 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.
  - Note: 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.