

BLACKHAWK TECHNICAL COLLEGE

Standards of Academic Progress

Appeal Form

Records indicate you have not maintained Satisfactory Academic Progress (SAP) as defined by the College. To be considered for re-instatement to the College or receive financial aid funds, you **MUST** complete the appeal process outlined below (see letter for specific deadline dates). **Students can submit ONLY one appeal per semester.**

The intent of the appeal process is to help you identify obstacles that impacted your past academic performance, but more importantly, to help you identify ways to overcome these obstacles and be better prepared to return to school.

1. Complete the Appeal form by responding to Questions 1-3. Feel free to type your responses on a separate sheet.
2. Sign and date the Plan.
3. Print an unofficial BTC transcript and bring it to your appointment (students can print unofficial BTC transcripts from the “Banner Web” link on the BTC website at www.blackhawk.edu).
4. Schedule an appointment to meet with a Counselor. *Bring completed Appeal Form, transcripts and documentation to the appointment.*
 - Central Campus call 608.757.7668
 - Monroe Campus call 608.328.1660

Your completed appeal form will be submitted to a committee for review and you will be notified of the decision via mail. Please allow up to 10 working days for a response from the committee. We ask that you do not contact the BTC Counseling or Financial Aid office during this processing time to check on the status of your appeal, you will be notified upon review.

Name: _____ ID#: _____

BTC Email: _____ Phone #: _____

Re-instatement Term: _____ Date: _____

Financial Aid Denial

Academic Suspension

1. Identify your program of study/career goals and what steps you have done to research this program to determine if this is a good fit for you.

2. Identify those things you feel prevented you from successfully completing your coursework.

- **Supporting documents are REQUIRED. If documentation is not available, provide an explanation below.**
- **Examples of documentation may be: medical verification, death notice, military service verification, etc.**
- **Appeals submitted without sufficient and appropriate documentation/explanation will be denied.**

<input type="checkbox"/>	Housing	<input type="checkbox"/>	Health (yours or other's)	<input type="checkbox"/>	Obstacles to Learning
<input type="checkbox"/>	Typing Skills/Computer Skills	<input type="checkbox"/>	Study Skills	<input type="checkbox"/>	Lack of Support/Family Issues
<input type="checkbox"/>	Transportation	<input type="checkbox"/>	Employment/Unemployment	<input type="checkbox"/>	Financial
<input type="checkbox"/>	Child Care	<input type="checkbox"/>	Time Management	<input type="checkbox"/>	Other

Provide documentation/explanation for each item checked above.

3. How has your situation changed? Also, what have you done/will do to address and manage the issues identified above. **Be specific - provide documentation/explanation.**

Standards of Academic Progress Plan & Expectations (To be completed with Counselor at your appointment)

4. Identify course recommendations for the next term of enrollment along with an academic plan covering future terms. This must include a specific timeline in which to meet SAP. (Attach College Action Plan).

5. BTC Policies/Services Discussed.

Contact w/ Disability Services

ASD General Support

Academic Tutoring

Repeat & Withdrawal

Outside Resources

Transportation

Financial Aid: Students will be required to submit appeals in future semesters until program completion (150%) and/or until overall 2.0 GPA and overall 67% completion are achieved.

150% Rule

2.0 GPA

67% Rule

6. If appropriate, identify any additional recommendations or strategies to enhance student success.

I understand that I will be responsible for all charges (tuition, fees, books, etc.) if my appeal is denied (students unable to pay should consider dropping courses or reducing their course load).

Date _____

Signature of Student _____

Signature of Counselor _____

Office use only

Academic Appeal

Approved

Date contacted:

Staff:

Comments:

Denied

Date contacted:

Staff:

Comments:

Financial Aid Appeal

Approved

Date contacted:

Staff:

Comments:

Denied

Date contacted:

Staff:

Comments: