

BLACKHAWK TECHNICAL COLLEGE
SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES
for less than 67% completion rate overall.

Students receiving financial aid must make Satisfactory Academic Progress (SAP) toward the completion of course requirements in a certificate or degree program approved for aid. A student is denied financial aid when they are not making Satisfactory Academic Progress as stated in the Financial Aid policy. Your overall completion rate is below the required 67%.

A student who has lost his/her eligibility for financial aid due to not meeting the SAP standards, may appeal for reinstatement of eligibility **if circumstances beyond his/her control prevented him/her from meeting the established standards.**

PROCEDURES

- You must return the BTC Standards of Progress Appeal form to the Financial Aid Office. This must include your Name, Student ID# and any **supporting documentation**. Be specific in your explanation. Incomplete information or lack of supporting documentation may cause a delay in the review of the appeal or a denial of the request.

- This information will be reviewed and the student will be first notified by email if possible and then followed by a letter of the decision made by the committee within 2 weeks.

- The decision is final.

