

**BLACKHAWK TECHNICAL COLLEGE**  
**SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES**  
**MAXIMUM TIME FRAME REQUIREMENT (150% RULE)**

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.

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.

Per federal regulations students are allowed to receive financial aid for up to the 150 percent point of the credit hours needed to complete their educational programs. Therefore students are allowed to receive aid for a 2 year program up to 102 attempted credits, a 1 year program up to 48 attempted credits and a 1 semester program up to 24 attempted credits. (See Satisfactory Academic Progress policy attached)

**PROCEDURES**

- You must meet with the appropriate counselor/advisor to discuss reasons for attempting over the maximum time stated above and what courses are still needed for your program.
- 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 by a committee and the student will be notified via email, if possible and then followed by a letter of the decision made by the committee within 2 weeks.
- The decision of the committee is final.

BTC...Smart Choice!

**BLACKHAWK TECHNICAL COLLEGE**  
**Standards of Academic Progress Appeal (150%)**

The Financial Aid Office is requesting you meet with an advisor/counselor to assist you with an appeal for failing to maintain Satisfactory Academic Progress as defined in the Financial Aid SAP policy.

**Prior to meeting with the advisor/counselor please complete questions 1-3 and be prepared to discuss questions 4-5 at your meeting.**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_  
Please Print

Phone# \_\_\_\_\_ Email: \_\_\_\_\_

**1. List your goals at BTC, what course(s) you plan to take the next term of enrollment, and the next term you plan to enroll.**

**2. Why have you exceeded the 150% limit? Provide documentation as needed to support your circumstances.**

**3. Explain how your situation is different now than in the past. How will this help you successfully complete courses at BTC resulting in meeting your educational goals?**

**4. List any policies and procedures you discussed with the student to ensure a better understanding of student expectations and any resources available to assist them to be successful.**

**5. Attach a list of the courses needed to complete your program and the expected date of completion.**

Date: \_\_\_\_\_

Name of Counselor/Advisor \_\_\_\_\_  
Please Print

Signature of Counselor/Advisor \_\_\_\_\_

Name of Student \_\_\_\_\_  
Please Print

Signature of Student \_\_\_\_\_

Additional Comments: