

## BLACKHAWK TECHNICAL COLLEGE Standards of Academic Progress Appeal Process

Records indicate you have not maintained Satisfactory Academic Progress (SAP) as defined by the College. Follow the steps outlined below to begin the appeal process.

1. ***Type (recommended) or write*** your responses to 1 – 3 preferably on a separate sheet. (Forms will be returned to the student if incomplete.)
2. ***Sign and date page 2 of the form.***
3. ***Schedule*** an appointment with a Counselor (***This is required!***) to review and discuss your responses to 1, 2 and 3. The counselor will discuss questions 4 and 5 during the meeting. ***To schedule an appointment with a Counselor at the Central Campus, call 608.757.7668; at the Monroe Campus, call 608.328.1660.***
4. ***Revise*** your responses to questions 1 -3 after meeting with the Counselor if needed and return this form to the Counselor.
5. The counselor will attach his/her responses and submit the completed form to the committee for review. You will be notified in writing of the decision of the committee within 2 weeks. The decision of the committee is final.

**Please check the appropriate box or boxes to assess the type of appeal that you are submitting for review.**

Financial Aid Denial

Academic Suspension

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Note: Student must type (or write) responses to 1, 2, and 3 BEFORE meeting with a counselor.**

1. List your academic and career goals at BTC.
  
2. Review your past performance and list any obstacles you may have encountered which affected your successful completion of courses at BTC.  
**(Attach appropriate documentation or information supporting your appeal)**
  
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 help them be successful.

5. List the courses the student is recommended to pursue in their next term of enrollment.

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

Name of Counselor \_\_\_\_\_  
Please Print

Signature of Counselor \_\_\_\_\_

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

**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: