

## **BLACKHAWK TECHNICAL COLLEGE SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES**

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.**

Please follow the steps as outlined on the attached pages.

## 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.

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

**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 \_\_\_\_\_

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

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