



BLACKHAWK TECHNICAL COLLEGE

Standards of Academic Progress

Appeal Process

Submit this form along with all required documents to Express Services/Registration; **failure to submit ALL items constitutes an incomplete appeal and will not be considered.**

Name: _____ ID#: 000_____

BTC Email: _____ Phone #: _____

Semester you hope to return to classes: _____

Type of denial (may be both): _____ Financial Aid _____ Academic Suspension

Have you filed an appeal previously: _____ No _____ Yes (if yes, when_____)

Required Documents

- _____ 1. **Personal Statement:** Submit answers to the following questions (typed is preferred though not required). Please know that a one sentence response is not acceptable. This information will remain confidential and will not be part of your academic record.
 - a. Identify your program of study/career goals and what steps you have taken to research this program to determine if this is a good fit for you.
 - b. Identify those things you feel prevented you from successfully completing your coursework. Examples may include:

Housing	Transportation	Childcare	Study Skills
Health Issues	Family Concerns	Financial	Employment
 - c. How has your situation changed? What have you done/will do to address and manage the issues identified above. **Be specific!**
- _____ 2. **Documentation:** Provide documentation that supports your answers in your personal statement responses. Appeals submitted without sufficient and appropriate documentation will be denied. See page 2 for examples of acceptable documentation.
- _____ 3. **Unofficial Transcripts:** Print unofficial BTC transcripts from the "Banner Web" link on the BTC website at www.blackhawk.edu.
- _____ 4. **Advisor Recommendations:** Schedule a time to meet with a counselor; **bring all documents from #1, 2 & 3 to your appointment.** For Central Campus call 608.757.7660; for Monroe Campus call 608.328.1660. You will develop an academic plan during your advisor appointment.

Verification

I certify that all information is complete, true and accurate.

Student signature: _____ Date: _____

Your appeal will be reviewed by the Appeal Committee and you will be notified via mail of the decision. Please allow up to 15 working days for a response from the committee.



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Below are examples of appropriate documentation for an appeal. Feel free to provide any additional documentation that supports your appeal.

Documentation should indicate whether the problem has been resolved. If from a professional care provider, the documentation should include an indication of the student's readiness to return to school.

Circumstance		Documentation
Work Related	Required overtime, required schedule change	<ul style="list-style-type: none"> • Letter from employer including effective dates(s) and whether the increase in hours was mandatory • Letter from current employer indicating flexibility with school schedule
	Reduced hours resulting in increased childcare need, layoff, job loss	<ul style="list-style-type: none"> • Letter from employer • Separation Letter
Medical/Health Issues	Serious illness, surgery, or hospitalization	<ul style="list-style-type: none"> • Letter stating doctor advised period of recovery • Record of doctor visits or hospitalization records • Letter indicating readiness to return to school
	Mental Health Issues	<ul style="list-style-type: none"> • Letter from doctor, therapist or counselor regarding issues and readiness to return to school
Family Issues	Family member medical issues	<ul style="list-style-type: none"> • Records of doctor visits and period of recovery • Hospitalization record • Letter from doctor indicating current health status
	Daycare Issues	<ul style="list-style-type: none"> • Records from daycare/school that child was required to be kept home • Letter from former daycare provider • Letter from new daycare provider
Other Circumstances or Issues	Death of loved one	<ul style="list-style-type: none"> • Obituary • Funeral program • Letter from counselor • Documentation should include date and indicate relationship to the deceased
	Eviction	<ul style="list-style-type: none"> • Eviction notice • Letter from transitional housing program or information regarding current housing
	Assault/Domestic Violence	<ul style="list-style-type: none"> • Police Report • Court documentation • Letter from clergy, social worker, counselor, doctor