



BLACKHAWK TECHNICAL COLLEGE

Standards of Academic Progress

Appeal Process

Name: _____ ID#: 000_____ Date: _____

Phone #: _____ Program: _____ Semester Returning: _____

Required Documents

____ **1. Personal Statement:** Submit answers to the following questions. This information will remain confidential and will not be part of your academic record.

- a. 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. See page 2 for examples.
- 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. See page 2 for examples of acceptable documentation.

Verification

I certify that all information is complete, true and accurate. Submit this form along with all required documents to the Financial Aid Office.

Student signature: _____ Date: _____

Your appeal will be reviewed and you will be notified on your MyBTC > Paying for College > Messages from the Financial Aid Department. Please allow up to 7 working days for a response.

For Financial Aid Office Use Only (Circle One):

Type of Denial: SAP/ 67% or 2.0/ MAX150

Advising Appointment Required: YES / NO

Appeal Decision: APPROVED / DENIED

Recommendations:

Awarded: YES/NO

Last Semester Attended: _____

Overall Completion Rate: _____

Overall GPA: _____

Reviewer's Initials: _____

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
	Housing/Eviction	<ul style="list-style-type: none"> • Eviction notice • Letter from transitional housing program or information regarding current housing • Copy of new lease if you had to move.
	Transportation	<ul style="list-style-type: none"> • Copy of new car title • Statement from someone giving rides • Bus Pass Card