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# Financial Aid Office

## Dismissal Appeal Form (4DAPPL)

(Maximum Time Frame Exceeded)



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→ Click [here](#) if you'd like to complete this form electronically using DocuSign. ←

**NOTE: Appeals should be submitted prior to the term of requested reinstatement – limited exceptions will be considered.** An appeal cannot be approved if the student:

- Has reached 60 credit hours attempted and does not have a 2.0 cumulative GPA, or
- Cannot achieve a 67% cumulative completion rate and a 2.0 cumulative GPA within maximum time frame.

Contact the Financial Aid Office if you require assistance in determining your eligibility to appeal.

### **STEP 1 – ACADEMIC INFORMATION**

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

ID#: \_\_\_\_\_ Black Hawk College Email: \_\_\_\_\_

Circle semester requesting reinstatement:    Fall    Spring    Summer    Year: \_\_\_\_\_

Assigned Academic Advisor: \_\_\_\_\_

**You have been placed on Financial Aid Time Frame Dismissal because you have exceeded the maximum allowable time frame for your program of study.** Maximum allowable time frame is equal to 150% of the minimum credit hours required for your degree or certificate program. Minimum credit hours are listed in the college catalog by program. ([www.bhc.edu/catalog](http://www.bhc.edu/catalog))

### **STEP 2 – PERSONAL STATEMENT**

Attach a typed statement explaining the circumstances that caused you to exceed the allowable credit hours for your current degree or certificate program. Examples may include changes to academic program, prior enrollment in developmental coursework, return to school for retraining, etc.

Attach any supporting documentation needed to complete your appeal.

### **STEP 3 – ACADEMIC PLANNING GUIDE**

Schedule an appointment with your assigned academic advisor to complete this step (see page 3).

### **STEP 4 – TERMS OF FINANCIAL AID PROBATION**

I understand that IF this appeal is approved, I must:

- Complete the required coursework as listed on my Academic Planning Guide and
- Receive a grade of C or better (or maintain at least a 2.0 Cumulative GPA).

If I do not meet these terms, the extension of Financial Aid eligibility is terminated and I will not be eligible for future financial aid at Black Hawk College.

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

***You will be notified of a decision within 2 weeks after submitting your appeal and documentation. Notification will be sent to your Black Hawk College student email. Information about your appeal will not be provided over the phone.***

**Financial Aid Office**  
**Advising & Educational Agreement Plan**  
**(1DPLAN)**



➔ Click [here](#) if you'd like to complete this form electronically using DocuSign. ⬅

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

Black Hawk College  
 ID#: \_\_\_\_\_ Student Email: \_\_\_\_\_

Circle semester requesting reinstatement: Fall Spring Summer Year: \_\_\_\_\_

Assigned Academic Advisor: \_\_\_\_\_

**GENERAL INFORMATION – to be completed by the student**

What is your educational goal/course of study?	
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many hours to you work per week?	<input type="checkbox"/> 10-20 <input type="checkbox"/> 20-25 <input type="checkbox"/> 25-30 <input type="checkbox"/> 30-35 <input type="checkbox"/> 35-40 <input type="checkbox"/> 40+
What types of bills do you pay?	<input type="checkbox"/> Rent/mortgage <input type="checkbox"/> Utilities <input type="checkbox"/> Groceries <input type="checkbox"/> Insurance <input type="checkbox"/> Child care <input type="checkbox"/> Credit cards <input type="checkbox"/> Auto loan(s)/maintenance <input type="checkbox"/> Public transportation
Are you responsible for the support/care of a parent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you responsible for the support/care of a child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what arrangements have been made for child care while in classes?	
If yes, what arrangements have been made for child care while studying?	
Is this your first visit to an academic advisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**ACADEMIC PLAN – to be completed with your assigned academic advisor**

- Review the courses needed to reach the education goal stated above and develop an academic plan.
- Review what strategies are needed, if any, to obtain a 2.0 GPA.
- Discuss the reason courses have been dropped, failed, withdrawn or not attended; develop a plan to retake the class.
- Review the student's schedule with respect to academic success. Discussion may include: transportation, work, childcare, student activities, class attendance, homework, and study habits. Complete the *Time Management Calculator* and discuss with assigned advisor ([www.bhc.edu/advising](http://www.bhc.edu/advising))

List important strategies to help meet educational goals. Check (✓) which steps the student should take.

- Recommended maximum credit hours \_\_\_\_\_
- Testing assistance
- Tutoring
- Other
- Referral to TRIO
- Follow-up advising appointment ( \_\_\_\_/\_\_\_\_/\_\_\_\_)
- Personal counseling

## ACADEMIC PLANNING GUIDE

**To be completed by student and assigned academic advisor**

Courses below are required to complete the  degree or  certificate of \_\_\_\_\_.

<b>SEMESTER:</b>	<b>Prefix</b>	<b>Course Number</b>	<b>Title</b>	<b>Credit Hours</b>	
_____					
					<b>TOTAL SEMESTER HOURS:</b>
					_____

<b>SEMESTER:</b>	<b>Prefix</b>	<b>Course Number</b>	<b>Title</b>	<b>Credit Hours</b>	
_____					
					<b>TOTAL SEMESTER HOURS:</b>
					_____

<b>SEMESTER:</b>	<b>Prefix</b>	<b>Course Number</b>	<b>Title</b>	<b>Credit Hours</b>	
_____					
					<b>TOTAL SEMESTER HOURS:</b>
					_____

<b>SEMESTER:</b>	<b>Prefix</b>	<b>Course Number</b>	<b>Title</b>	<b>Credit Hours</b>	
_____					
					<b>TOTAL SEMESTER HOURS:</b>
					_____

*Add additional pages as needed.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Black Hawk College does not discriminate on the basis of race, color, national origin, sex, disability, or age.*