



CLARK COLLEGE
Credential Evaluations Office
1933 Fort Vancouver Way
Vancouver, WA 98661
(360) 992-2805 ♦ (360) 992-2867 fax

SET-ASIDE PAST RECORD PETITION FORM

Students may request to set-aside previous substandard academic coursework that does not reflect their true ability. To qualify, students must meet the following criteria:

1. ***One year has elapsed since the coursework to be set-aside has been completed.***
2. ***A student has earned 15 credits at Clark College since the one-year has elapsed.***
3. ***A student has maintained at least a 2.50 GPA in the coursework completed since the one year has elapsed.***

If approved, a notation will be made on the transcript reflecting the set-aside status. Under no circumstances will the coursework and/or corresponding grades be erased from the student record. A new gpa will be calculated from this point forward, and will be the only gpa used in determining matters such as probation, eligibility or academic honors status. Once coursework has been set-aside, it is no longer eligible to satisfy graduation requirements. This includes all coursework taken prior to and up to the quarter specified under this policy. Once the request has been approved, it cannot be reversed. For further details of this policy, please consult the Clark College catalogue.

NAME: _____ SID: _____

ADDRESS: _____

CITY: _____ STATE: _____ PHONE: _____

QUARTER (S) REQUESTED TO BE SET-ASIDE: _____

*****ATTACH A WRITTEN EXPLANATION FOR YOUR REQUEST BEFORE
SUBMITTING THIS FORM TO THE WELCOME CENTER IN PSU 002*****

FOR OFFICE USE ONLY

Years elapsed: _____ # Credits earned: _____ GPA: _____

REQUEST STATUS: Approved Denied

EVALUATOR: _____ DATE: _____

POSTED BY: _____ DATE: _____