

Satisfactory Academic Progress Appeal Instructions

Financial Aid Office

1933 Fort Vancouver Way | Vancouver, WA 98663-3598
(360) 992-2153 | FAX (360) 992-2864 | finaid@clark.edu

Clark College understands that your educational success is important. If extenuating circumstances prevented you from meeting the Satisfactory Academic Progress Policy requirements, you may submit an appeal. This policy can be found online at www.clark.edu/cc/sap. Thoroughly read through all instructions provided to ensure that your appeal presents your circumstances, resolution and a plan for success.

1. Take time to write your appeal statement.

Describe in detail the unavoidable events that occurred and how they affected your academic progress. Define your plan to ensure academic success for future improvement.

If you have exceeded the maximum number of credits for your degree or certificate explain why you have not graduated. Describe to the Committee how and when you plan to complete your program.

2. Include supporting documentation.

Your appeal will be denied if you do not provide supporting documentation of the circumstances cited in your statement. All documentation provided should show a clear link to you. If the documents reference someone with a different name you should identify the person and their relationship to you.

3. Provide a Degree Worksheet.

Meet with your program advisor and review your degree requirements and complete a Degree Worksheet. Your worksheet should reflect your current program of study and identify courses required to complete your degree or certificate. Make sure you understand and keep a copy of your worksheet. Conditions of approved appeals will be based on your remaining academic requirements.

Appeals are reviewed bimonthly by the Financial Aid Advisory Committee. The Committee's decision is final. You will be notified through Clark College student email regarding the Committee's decision.

If your appeal is approved:

- * Your financial aid will be reinstated on a probationary status.
- * Your aid will be reinstated based on available funding at the time the appeal is approved.
- * The Committee has authority to impose conditions of approval including, but not limited to: specific courses, total number of credits, program of study, etc.
- * Your financial aid will be suspended if you do not meet the conditions of the approved appeal.

If your appeal is denied you are not eligible for financial aid until you have improved your academic progress and meet all requirements of the Satisfactory Academic Progress Policy.

Clark College affirms a commitment to freedom from discrimination for all members of the College community. The College expressly prohibits discrimination against any person on the basis of race, national origin, sex, age, creed, presence of physical, sensory or mental disability, religion, color, disabled veteran status, sexual orientation, gender identity, gender expression, Vietnam-era veteran status or marital status.

Alternate format of this document is available upon request. Contact Disability Support Services at (360) 992-2314 or (360) 991-0901 video phone

Satisfactory Academic Progress Appeal

To submit this form you must have the following:

- › **Typed and signed statement** explaining:
 - › The circumstances that prevented you from completing your classes successfully,
 - › What has changed in your circumstances, and
 - › The steps you are taking to ensure academic success in the future.
- › **Supporting documentation** from outside entities such as copies of medical bills, letters from physicians or counselors, that confirm the circumstances you presented in your statement.
- › **Current Degree Worksheet** completed and signed by your program advisor and yourself.

Student ID Number 940 - -	Social Security Number - -	
Last Name	First Name	Middle Initial
Student E-mail Address: _____@students.clark.edu		

Suspended from Financial Aid: _____ / _____
quarter year

Degree or certificate seeking at Clark College

Plan to return to Clark College: _____ / _____
quarter year

By signing and submitting my appeal I certify that I understand the following:

- * I am limited to two (2) Satisfactory Academic Progress appeals at Clark College. If I appealed at least two (2) times prior to the 2011-12 academic year, I can only appeal one (1) more time.
- * If I am registered for classes, I must pay tuition in full or make arrangements to pay with the Cashiers Office. If I am unable to pay, I am responsible for officially withdrawing from my classes.
- * Appeals are reviewed bimonthly by the Financial Aid Advisory Committee. Due to the large volume of appeals it may take several weeks for my appeal to be reviewed and I will be notified of the Committee's decision through the Clark College student email.
- * The Committee's decision is final.
- * An approved appeal does not eliminate any repayment owed back to Clark College, the State of Washington or the Department of Education.
- * I must follow my Degree Worksheet and all other Committee conditions to maintain future eligibility.
- * All the information provided and attached here is true and correct.
- * Providing false, misleading or partial information to obtain additional financial aid could result in termination of all aid and could lead to repayment of funds and/or prosecution under U.S. criminal code.

Student Signature _____ **Date** _____

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