

Satisfactory Academic Progress Appeal

Financial Aid Office

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

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

Directions

Your appeal must include the following:

› **Typed and signed statement** explaining:

- What *happened* during the term,
- What has *changed* in your circumstances, and
- What is your *plan for academic success* in the future.

› **Current Degree Worksheet** completed and signed by your program advisor and yourself.
Keep a copy for your records!

› **Supporting documentation*** from outside sources such as copies of medical bills, letters from physicians or counselors to verify the information in your statement.

**If you are filing an appeal because you are reaching your maximum credit limit, supporting documentation is not required.*

*****Please see the back of this form for tips on filing your appeal*****

How the Appeal Process Works

- › Appeals are reviewed by the Financial Aid Advisory Committee, and I will be notified of the Committee’s decision through the Clark College student e-mail.
- › Please allow 4-6 weeks for the appeal to be reviewed.
- › The Committee’s decision is final and cannot be appealed further.

By signing and submitting this request, I certify that I understand the following:

- › 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.
- › 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.
- › I must follow my Degree Worksheet and maintain good academic standing to maintain future eligibility.
- › The approval of this request does not allow the Financial Aid Office to exceed funding limits prescribed by Federal and State regulations and Clark College policies.
- › The degree worksheet submitted with this appeal must match my declared program of study at Clark College. I authorize the Financial Aid Office to verify and update my official program of study at Clark College to reflect the worksheet submitted with this appeal.
- › If I receive any external or third party funding for my education, I must notify the agency any time my program of study changes to ensure eligibility requirements are still met.

Student Signature _____

Date _____



Clark College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, political affiliation, creed, disabled veteran status, marital status, honorably discharged veteran or Vietnam-era veteran status in its programs and activities, in accordance with state and federal laws. The responsibility for and the protection of this commitment extends to students, faculty, administration, staff, contractors and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The following person has been designated to handle inquiries regarding non-discrimination policies: Special Advisor for Equity and Diversity, Gaiser Hall, 360-992-2355, or 360-991-0901 (video phone). Alternate format of this document is available upon request. Please contact Disability Support Services at 360-992-2314, or 360-991-0901 (video phone).

For Office Use Only

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Satisfactory Academic Progress Appeal Tips

Need help filing your appeal? Below are tips and suggestions!

What should I include in my statement?

If you did not pass your classes successfully, include the following in your statement:

- › **What happened?** Explain why you did not successfully pass all of your classes. Specify the extenuating circumstances that were beyond your control and lead to the suspension of your financial aid.
- › **How did you resolve your situation?** It is vital to address the steps you've taken to resolve your situation so it will no longer interfere with successful completion of your classes.
- › **What are you doing to stay successful in future terms?** Clearly present the things you are doing to be successful in your classes (i.e. tutoring, counseling, back-up child care plans, taking less classes, pursuing a degree that is a better fit, etc.).

OR

If you have exceeded the maximum number of credits for your program, include the following in your statement:

- › **Explain** why you have not completed your program of study within the number of credits allowed.
 - › Did you need to retake classes due to unsatisfactory grades?
 - › Did you need to take lower level classes to get to the level required for your program?
 - › Did you withdraw from classes?
 - › Did you change your program?
- › **Describe** your plan to finish your program in a timely manner.

What is supporting documentation?

Include any documents from an outside source that will support the circumstances you presented in your statement.

- › All documentation should:
 - › Show a clear **connection to you**.
 - › Be **signed** and have **dates that align** with the information you specified in your statement.
 - › Clearly **support the information** in your statement.
 - › Confirm your **ability to return to studies**. (Resolution of emotional, medical, housing, financial, transportation issues, etc.).

How do I get a Degree Worksheet?

A degree worksheet is issued by your academic advisor.

- › Schedule an appointment with an advisor early. To schedule an appointment, visit Advising Services or call at (360) 992-2345.
 - › Once you get a signed degree worksheet, be sure to register for program required classes only.
 - › Registering for classes that are not required for your program may result in a denial of your appeal.
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