

# Change of Records SAP Appeal

**Financial Aid Office**

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

**Student Information:**

ctcLink ID Number		Date of Birth	
Last Name	First Name	Middle Initial	

**Purpose: After Satisfactory Academic Progress (SAP) is evaluated at the end of a term, a change in grade(s) and/or your program of study may warrant a secondary evaluation of your calculated SAP status.**

*To be considered for financial aid funding, this appeal must be submitted no later than two weeks prior to the end of the term that you are submitting for a grade or program change review.*

**Complete Steps 1-3 and submit the appeal to the Financial Aid Office.**

**Step 1: Answer “YES” or “NO” for a Change in Grade(s). Fill out all sections, do not leave anything blank! Proceed to Step 2.**

Did your grade change since the last SAP evaluation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If “YES” Complete Section Below:

What term needs evaluation?	
What is the course title(s)?	
What was the initial grade(s) earned?	
What is the updated grade(s) earned?	

**Step 2: Answer “YES” or “NO” for a Change of Program. Fill out all sections, do not leave anything blank! Proceed to Step 3.**

Did you change your program of study since the last SAP evaluation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Previous program of study		
Updated program of study		

**Step 3: Certification and Signature.**

STUDENT CERTIFICATION AND SIGNATURE: By submitting this form, I certify and understand the following:

- All of the information reported on it is true and correct.
- If I purposely give false or misleading information on this form, I may be fined, sentenced to jail, or both.
- Please allow 1-2 weeks for the appeal to be reviewed and please note that the Committee’s decision is final and cannot be appealed further.
- Appeals submitted after this timeframe may not meet the requirements for retroactive award processing for current term attendance.
- Program Changes must be made prior to the Census day of the term.
- An approved appeal does not negate repayment of financial aid previously owed to Clark College.

**Student’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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