

Change of Records SAP Review

Financial Aid Office
 1933 Fort Vancouver Way | Vancouver, WA 98663-3598
 (360) 992-2153 | FAX (360) 992-2864 | finaidappeals@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 form 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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