



Change of Records SAP Review

Submit this form in person or mail, by fax, or through Secure Form Upload:
Clark College, Financial Aid Office, 1933 Fort Vancouver Way, Vancouver, WA 98663
[Secure Form Upload](#) • Fax (360)992-2864

Student Information:

ctcLink ID Number _____ Date of Birth _____

First Name _____ Last Name _____

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.

Instructions:

Complete all sections of the form, sign, and submit it to the Financial Aid Office to review your financial aid file. Incomplete applications will be returned.

Change in Grades:

Did your grade change since the last SAP evaluation? ☐ YES ☐ NO

If you answered “yes”, complete the section below:

What term needs evaluation? _____

What is the course title(s)? _____

What was the initial grade(s) earned? _____

What is the updated grade earned? _____

Change of Program:

Did you change your program of study since the last SAP evaluation? ☐ YES ☐ NO

If you answered “yes”, complete the section below:

Previous program of study: _____

Updated program of study: _____

(Continued on next page)



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Student Certification:

By signing and 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 Signature _____ Date _____

The college affirms a commitment to freedom from discrimination for all members of the college community. 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 college expressly prohibits discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, citizenship, immigration status, or use of a trained guide dog or service animal. Harassment is a form of discrimination.

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ECL 244