



Satisfactory Academic Progress and Maximum Timeframe Appeal

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 _____

You have the option to submit an appeal to address financial aid suspension due to not meeting pace of progression and/or cumulative GPA standards and reaching the maximum timeframe. Appeals must be submitted by the priority processing date listed on the Financial Aid website to be considered for financial aid for that term and include all required documentation and signatures. Incomplete appeals will not be considered.

Instructions:

Step 1: Type, print, and sign a personal statement. Describe in detail your extenuating circumstances to address your suspension due to not meeting Satisfactory Academic Progress. Also describe in detail why you have attempted the maximum number of credits for your program.

Please include the following information in your statement:

- What happened? Specify the extenuating circumstances that were beyond your control.
- How did you resolve your situation? It is vital to address the steps you have 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 childcare plans, taking less classes, pursuing a degree that is a better fit, etc.).

ADDITIONALLY, 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 or did you withdraw from classes?
- Did you change your program or complete a previous program?
- Did you transfer in credits that do not apply toward your program of study?
- Describe your plan to finish your program in a timely manner.

Step 2: Obtain and submit a current Academic Advisement Report from your Program Advisor. Make sure your academic advisement report is signed by you and your advisor. An academic advisement report is issued by your academic advisor and confirms what program you are pursuing, what classes you have taken that satisfy the requirements, and what classes are remaining for you to complete the program. This helps the Committee determine how many credits, and what classes should be funded if your appeal is approved.

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Step 3: Obtain and submit supporting documentation from a 3rd party. Examples include but are not limited to:

- Copies of medical bills.
- Letters from physicians, counselors, or other professional.
- Typed/signed statement from friends or family who can corroborate your circumstances first-hand.

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.).

Appeals are reviewed by the Financial Aid Committee, and you will be notified of the Committee's decision through your preferred email account. Please allow 4-6 weeks for the appeal to be reviewed and please note that the Committee's decision is final and cannot be appealed further.

Student Certification:

By signing and submitting this form, I certify that all information reported is true and correct. I understand that by purposely giving false or misleading information, I may be fined, sentenced to jail or both.

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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