

Federal regulations and Pima Community College (PCC) policies require that students maintain the GPA required by their program, and satisfactorily complete their classes to stay on track to graduate. These two measurements are called qualitative and quantitative, respectively. Students are also required to complete their certificates or degrees in no more than 150% of the published length of the program (measured in credit hours). Students must meet all three of these measurements as one of the eligibility requirements for financial aid.

If you are otherwise in good academic standing but will or have exceeded 150% of the published length required for your certificate or degree, you may request a recalculation of your SAP status without appealing or presenting extenuating circumstances.

By completing this form, you may request that your satisfactory academic progress (SAP) status be recalculated based only on those credits that are applicable to your current program. If you failed one or more of the [SAP standards](#) (67% completion rate or minimum cumulative 2.00 GPA) you are not able to use this form, but, may instead submit a [SAP appeal](#) in which you will be required to present and document extenuating circumstances.

### STUDENT SECTION

<b>Semester request is for</b>	<b>Semester Deadline</b>	<b>FAO Decision Posted on MyPima</b>
<input type="checkbox"/> Fall 24 <input type="checkbox"/> Spring 25 <input type="checkbox"/> Summer 25	Drop/Refund/Audit deadline of LAST 5-week session in semester ( <a href="https://pima.edu/calendars/key-dates-and-deadlines/index.html">https://pima.edu/calendars/key-dates-and-deadlines/index.html</a> )	Typically within 2 weeks of submission of complete packet
<b>Student's Full Name</b>		<b>PCC Student ID Number</b>
<b>Student's Phone Number (include area code)</b>		<b>Program of Study</b>
I have exceeded (or will exceed) 150% of the credits (includes my transfer credits) required to complete my current program (of study). I am requesting a recalculation of my SAP status using only those credits that are applicable to my current program. I understand that if my request is approved I am only eligible to receive federal aid for the courses that are applicable to and required for my program.		
<b>Student Signature</b>		<b>Date</b>

### ADVISING OFFICE SECTION

1. Program/Catalog Year	2. Credits required for program	2.	3. Remaining credits student must complete to finish program	3.	4. Is number of program changes > 3	4.
5. Total of transfer credits applicable to program	5.		8. Total of transfer credits applicable to program (#8 is the same as #5)		8.	
6. Total of credits attempted at PCC applicable to program	6.		9. Total credits completed at PCC applicable to program		9.	
7. Total attempted credits applicable to program (#5 + #6)	7.		10. Total completed credits applicable to program (#8 + #9)		10.	
<b>Advisor Printed Name</b>			<b>Advisor Signature</b>		<b>Date</b>	

### FINANCIAL AID SECTION

11. Program completion rate (#10 divided by #7)		
10. _____ (divided by)	7. _____ =	11. _____ % (must be 67% or higher, or zero)
12. _____ (12 = 150% of program credits)	3. _____ (3 = Program credits remaining)	+ 7. _____ (7 = Program credits attempted) = 13. _____ (13 must be less than or equal to 12)
14. Is it mathematically possible for the student to complete within 150% of the program length?		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>FAO Printed Name</b>	<b>FAO Signature</b>	<b>Date</b>