

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. 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 and have changed your program at Pima after the initial declaration of your program of study, you may request a recalculation of your SAP status without appealing or presenting extenuating circumstances.

**SUBMISSION:** Complete the student section only and submit via your MyPima > Financial Aid > Document Submission. Allow at least 14 business days for processing. Or, [set up an appointment](#) to submit your form in person.

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 required to present and document extenuating circumstances with your SAP appeal and cannot use this form. For additional information on the SAP policies please see our [Satisfactory Academic Progress page](#).

STUDENT SECTION						
Semester request is for			Semester Deadline		FAO Decision Posted on MyPima	
<input type="checkbox"/> Fall	Spring	Summer	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	
Student's Full Name			PCC Student ID Number			
Student's Phone Number (include area code)			Program of Study			
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.						
Student Signature			Date			
ADVISING SECTION						
		2.		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.	
Advisor Printed Name			Advisor Signature		Date	
FINANCIAL AID SECTION						
11. Program completion rate (#10 divided by #7)						
10. _____ (divided by) 7. _____ = 11. _____ % (must be 67% or higher, or zero)						
12. _____ : 3. _____ + 7. _____ = 13. _____ (12 = 150% of program credits) (3 = Program credits remaining) (7 = Program credits attempted) (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"/>
FAO Printed Name			FAO Signature		Date	