



## 2025-2026 SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Students may appeal the loss of their financial aid eligibility if it was caused by unusual mitigating circumstances. These circumstances include, but are not limited to, sudden illness of the student or a family member, death of a family member, or other unusual circumstances.

Once this appeal form has been completed, please submit it to the financial aid office with your supporting documentation. Appeals submitted **without** supporting documents will be **denied**. Students may submit up to two (2) Satisfactory Academic Progress (SAP) appeals during their time at Brightpoint Community College. Students may not appeal for the same circumstances twice.

**Note:** You will be asked to provide your name and Student ID Number (EMPLID) multiple times in this form.

### Section A: Student Information

Last Name:

First Name:

Middle Initial:

Student ID Number (EMPLID):

Phone Number:

Student Email Address:

Please check the term you would like to utilize the appeal (**choose one term only**):

Fall 2025 (Deadline: **October 23, 2025**)

Spring 2026 (Deadline: **March 13, 2026**)

Summer 2026 (Deadline: **June 17, 2026**)

Students enrolled in classes that start the first day of the semester should submit Satisfactory Academic Progress appeals prior to the start of the semester. If you are only enrolled in a later semester session and are submitting an appeal, note the final semester deadline.

## Section B: Reason for Failure

67% Rule (Completion Rate)

G.P.A. (Grade Point Average)

150% Rule (Maximum Time Frame)

This appeal is based on the situation(s) checked below:

Personal illness or illness of a family member. (Please attach statement from a family physician attesting to the medical condition.)

Death of a family member. Relationship:  
(Please attach a copy of the obituary or death certificate.)

Other unusual mitigating circumstances. Please provide a written explanation and supporting documents (i.e., court records, police reports, letter from counselor or another unbiased third party, etc.) Issues with instructor(s)/course(s), job conflicts, transportation, or childcare conflicts **DO NOT** constitute as unusual mitigating circumstances and will not be considered.

Name:

EMPLID:

## Section C: For Maximum Time Frame/150% Exceeded

I have successfully completed a degree/certificate at Brightpoint Community College and now I'm attempting a new program. **Provide a written explanation of your intent for pursuing an additional degree/certificate program in Section D.**

I have submitted my graduation application to the Admissions and Records Office for the current semester.

## Section D: Written Statement

Please provide a written explanation detailing the reasons you failed to make Satisfactory Academic Progress (SAP). In addition, you must state what changes in your circumstances have occurred which will allow you to meet SAP requirements in subsequent semesters if your appeal is approved. Please attach additional sheets if necessary.

Name:

EMPLID:

## Section E: By signing, you indicate that you have read and understand the information below.

- I understand that decisions on appeals are processed on a case-by-case basis.
- I have read the Brightpoint SAP policy and understand why I am not making satisfactory academic progress.
- I understand that appeals turned in without supporting documents will be denied.
- If approved, I will be expected to meet the Academic Plan criteria below to maintain financial aid eligibility:
  - Achieve at least the minimum 2.0 semester grade point average from the approved semester forward.
  - Successfully complete 70% or more of the courses attempted from the approved semester forward.
  - Only enroll in courses required for my degree or certificate program.

**Please note:** Typed signatures are not accepted. You must sign providing written signatures on documents before submission to the office.

**Student Signature:**

**Date:**

Completed forms can be emailed to [financialaid@brightpoint.edu](mailto:financialaid@brightpoint.edu), faxed to 804-594-1630, or submitted in person by visiting the Financial Aid Office.

Office of Financial Aid: 13101 Route 1, Chester, VA 23831

For Office Use Only

Committee Comments

Committee Decision

Approved

Denied