Office of Financial Aid
5817 Wesleyan Drive
Virginia Beach, VA 23455
(757) 455.3345

Satisfactory Academic Progress Appeal Form

Students who lose financial aid eligibility may submit an appeal if their inability to meet Satisfactory Academic Progress requirements was the result of extenuating circumstances. Examples of extenuating circumstances include, but are not limited to, a serious illness or injury affecting the student or an immediate family member, the death of an immediate family member, or other significant and unforeseen circumstances beyond the student's control.

After completing this appeal form, submit it to the Financial Aid Office along with all required supporting documentation. Appeals submitted without adequate supporting documentation will not be considered and will be denied.

Section A: Student Information

Last Name, First Name, MI

Student ID#

Address

City, State, Zip Code

Area Code and Phone Number

Please indicate the term for which you are requesting reinstatement of your financial aid eligibility. Select the next term you plan to attend.

___ Summer 2026
___ Fall 2026
___ Spring 2027

Section B: Reason for Failure to meet Progress Standards

___ Completion Rate
___ Grade Point Average
___ 150% Maximum Time-frame

Please indicate the circumstance(s) on which your appeal is based by checking all that apply below.

___ **Personal illness or illness of an immediate family member**
Please attach documentation from a licensed healthcare provider verifying the medical condition and the dates during which it affected you or your immediate family member.

___ **Death of an immediate family member**
Relationship to student: _____
Please attach a copy of the obituary, death certificate, or other documentation verifying the loss.

___ **Other unusual or mitigating circumstances**
Please provide a detailed written explanation of the circumstances that affected your academic performance and attach supporting documentation. Examples may include court records, police reports, documentation from a counselor, employer statements, or letters from other unbiased third parties.

The following circumstances are generally not considered extenuating circumstances for the purposes of a SAP appeal and, by themselves, are not typically grounds for approval: *issues with instructors or courses, employment conflicts, poor time management, transportation difficulties, or child care challenges.*

If any of these circumstances were accompanied by documented extraordinary events beyond your control, you may provide a detailed explanation and supporting documentation for consideration.

Section C: Written Statement

Please provide a detailed written statement explaining the circumstances that prevented you from meeting the University's Satisfactory Academic Progress (SAP) requirements. Your statement should also describe what has changed since that time and outline the steps you have taken, or plan to take, to ensure you can successfully meet SAP requirements in future terms.

Be as specific as possible and include relevant dates, events, and supporting details. Attach additional pages if necessary.

Please review the checklist below and confirm that you have included all required documents and information with your appeal submission:

- A detailed explanation of the mitigating circumstances that directly contributed to your inability to meet FASAP standards.
- A clear and specific plan of action outlining what has changed, the steps you have already taken, and any additional steps you will take to ensure future academic success.
- Supporting third-party documentation that verifies and substantiates the mitigating circumstances described in your appeal.

Section D: By signing below, you acknowledge that you have read and understand the information provided.

- I understand that appeal decisions are reviewed and processed on a case-by-case basis.
- I have read the Batten University FASAP policy and understand the reasons I am not meeting Satisfactory Academic Progress standards.
- I understand that appeals submitted without supporting documentation will be denied.

If approved, I understand that I will be expected to:

- Achieve a minimum cumulative GPA of 2.0 for undergraduate students or 3.0 for graduate students by the end of the approved term.
- Successfully complete 100% of all courses attempted during the approved term.
- Enroll only in courses that are required for the declared degree program.

Student Signature:

Date: