



BOWLING GREEN STATE UNIVERSITY

Student Financial Aid

Enrollment Verification Appeal 2009-2010

A. Student Information

Student Financial Aid (SFA) has established an appeal process to allow federal Title IV financial aid recipients to appeal the determination by SFA that the student did not participate and/or complete participation in one or more courses.

This appeal must be completed and submitted to the SFA Office within 30 days from the date of notification that your aid was adjusted based on your reported attendance.

Form with fields for Last name, First name, M.I., BGSU ID number, Address, Phone number, City, State, Zip Code, and BGSU e-mail address.

B. Course Information

List the course(s) and term(s) for which you are appealing:

Table with 5 columns: COURSE NAME, COURSE NUMBER, SUM, FALL, SPR. It contains 4 empty rows for data entry.

C. Appeal Documentation

- You must submit documentation supporting the conditions of your appeal. This documentation may include information (letter, memo, e-mail) from the professor, college, or department indicating your participation and/or completion of the course work in question. If this documentation is to support grades of incomplete, the final grade is to be provided by the professor when possible. Documentation should be directed to: Jackie Tracy, Student Financial Aid, 231 Administration Bldg., Bowling Green State University, Bowling Green, Ohio 43403 or jstracy@bgsu.edu.
• Attach a signed statement explaining in detail the reason(s) you dispute the information received by SFA regarding your participation and/or completion of this course.