

**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. Refer to Section C for information regarding documentation required to support your appeal.

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.

Last Name		First Name	M.I.	BGSU ID Number
Address (include apt. no.)				Phone Number (include area code)
City	State	Zip Code	BGSU E-mail Address	

**B. COURSE INFORMATION**

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

COURSE NAME	COURSE NUMBER	SUM	FALL	SPR

**C. APPEAL DOCUMENTATION**

You must submit documentation supporting the conditions of your appeal. This documentation should include information (letter, memo, e-mail) from the professor, college, or department indicating your participation and/or completion of the course work in question **AS WELL AS THE LAST DATE YOU ATTENDED THE CLASS OR CLASSES IN QUESTION. IF NO LAST DATE OF ATTENDANCE IS REPORTED BY YOUR INSTRUCTOR YOUR APPEAL WILL BE DENIED.** If you submit documentation to support a grade 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@bgnet.bgsu.edu](mailto:jstracy@bgnet.bgsu.edu).