

Must be submitted by advisor to our office—Instructions on Back



BOWLING GREEN STATE UNIVERSITY

Student Financial Aid and Scholarships

# Satisfactory Academic Progress Advisor Certification Form 2021-2022

The following student is failing to meet satisfactory academic progress for financial aid purposes. To ensure the student is working to correct his/her deficiency(ies) and has established an academic plan that will result in the successful completion of his/her degree, the following information must be completed by the student and academic advisor and submitted to the Student Financial Aid Office (SFA) as part of the student's appeal.

### SECTION I – To be completed by the student prior to meeting with your academic advisor:

Student's Name: \_\_\_\_\_ BGSU ID: \_\_\_\_\_  
Last First

Phone: \_\_\_\_\_ BGSU Email: \_\_\_\_\_

Check the criterion/criteria for which you are appealing as stated on your notification letter/email:

- Below GPA                       Maximum Time Frame                       Completion Rate

### SECTION II – To be completed by the student and verified by the academic advisor after meeting:

<b>Date(s) met with student:</b>		<u>CAREER:</u>		<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
<u>CURRENT TERM:</u>	<u>CAMPUS:</u>	<u>DEGREE:</u>			
<input type="checkbox"/> Summer 2021	<input type="checkbox"/> Bowling Green	<input type="checkbox"/> Doctoral	<input type="checkbox"/> 2 <sup>nd</sup> Doctoral	<input type="checkbox"/> Certification	
<input type="checkbox"/> Fall 2021	<input type="checkbox"/> Firelands	<input type="checkbox"/> Master's	<input type="checkbox"/> 2 <sup>nd</sup> Master's	<input type="checkbox"/> Specialization	
<input type="checkbox"/> Spring 2022	<input type="checkbox"/> Distance	<input type="checkbox"/> Bachelor's	<input type="checkbox"/> 2 <sup>nd</sup> Bachelor's	<input type="checkbox"/> Teacher Licensure/Renewal	
	<input type="checkbox"/> E-Campus	<input type="checkbox"/> Associates	<input type="checkbox"/> 2 <sup>nd</sup> Associate's	<input type="checkbox"/> Associate's after Bachelor's	
<input type="checkbox"/> Preparatory Courses for degree in: _____					

	Student's Response	Advisors Confirmation
Declared Major(s)/Minors – Please identify all majors/minors:		
Anticipated graduation date for declared major(s):		
Total number of credit hours earned toward degree:		
Total number of Transfer credit hours earned toward degree:		
Degree that student has ALREADY received (if applicable):		

Please sign and submit this completed form along with a copy of your graduation plan to your advisor.

By signing this, I allow my advisor to provide additional information and submit to SFA on my behalf.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

During the work from home period, student signature is suggested but not required.

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**SECTION III – To be completed by the advisor:**

Please provide the additional information requested. Explain any other factors that have contributed to the academic success of this student (i.e., changed majors, studied abroad, internship/co-op, illness, death in the family, etc.), if applicable.

**For Maximum Time Frame Appeal, please complete the following:**

To graduate, the student must complete \_\_\_\_\_ additional hours including those currently enrolled in.

**By signing, you indicate that the information on this form is accurate as of the date signed.**

Academic Advisor's Name: \_\_\_\_\_ Email: \_\_\_\_\_@bgsu.edu  
(please print)

Academic Advisor's Signature: \_\_\_\_\_ Ph: \_\_\_\_\_ Date: \_\_\_\_\_

College/Department: \_\_\_\_\_

If SFA staff should follow up with another advisor/faculty mentor, please list below:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

During the work from home period, you can submit this form electronically using our document upload feature on our website. Please **do not** send back to student to submit.

**DOCUMENT SUBMISSION:**

Please be sure to use the Guest Upload option. The student's ID and last name are required to be entered for upload.

[https://finaid.bgsu.edu/prd/document\\_submission/](https://finaid.bgsu.edu/prd/document_submission/)

**MAIL OR FAX THIS FORM TO:**

Bowling Green State University  
Student Financial Aid and Scholarships  
319 Administration Building  
Bowling Green, Ohio 43403-0114  
Fax: 419-372-0404.

**HAVE QUESTIONS?**

If you need assistance completing this form you may contact a financial aid advisor by calling 419-372-2651, M-F, 8:00 am – 5:00 pm.