

BOWLING GREEN STATE UNIVERSITY

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 advisor and submitted to the Student Financial Aid Office (SFA) as part of the student's appeal.

Step 1 – Student Information

Student Name: _____ BGSU ID Number: _____

BGSU Email: _____ Phone Number: _____

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

- Below GPA
 Maximum Time Frame
 Completion Rate

Step 2 – Academic Information

Date(s) met with student: _____		Career: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		
Current Term	Campus	Degree		
<input type="checkbox"/> Summer 2024	<input type="checkbox"/> Main	<input type="checkbox"/> Doctoral	<input type="checkbox"/> 2 nd Doctoral	<input type="checkbox"/> Certification
<input type="checkbox"/> Fall 2024	<input type="checkbox"/> Firelands	<input type="checkbox"/> Master's	<input type="checkbox"/> 2 nd Master's	<input type="checkbox"/> Specialization
<input type="checkbox"/> Spring 2025	<input type="checkbox"/> Distance	<input type="checkbox"/> Bachelor's	<input type="checkbox"/> 2 nd Bachelor's	<input type="checkbox"/> Teacher Licensure/Renewal
	<input type="checkbox"/> eCampus	<input type="checkbox"/> Associate's	<input type="checkbox"/> 2 nd Associate's	<input type="checkbox"/> Associate's after Bachelor's
		<input type="checkbox"/> Preparatory Course for degree in: _____		

	Student's Response	Advisor's Confirmation
Declared Major(s)/Minor(s)		
Total credit hours earned toward degree		
Total transfer credit hours earned toward degree		
Credit hours remaining to complete degree		
Anticipated graduation date		
Degree(s) already obtained (if none, write N/A)		

Step 3 – Student Signature

The person signing this form certifies all information reported is complete and accurate. The student must provide a signature and date.

_____ Student Signature _____ Date

Step 3 – Advisor Statement

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.

Step 4 – Advisor’s Attestation

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

	@bgsu.edu	
Academic Advisor’s Name	Email	
Academic Advisor’s Signature	Phone Number	Date
College/Department		

Submit Form

This form must be submitted by the Academic Advisor, not the student.

Upload & Submit completed SFA forms at:
<https://sfa.bgsu.edu/upload>

OR

Fax: 419-372-0404
(2-3 business days to process)

Have Questions?

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

You can also ask your question online using our secure web portal at:

<https://sfa.bgsu.edu/asksfa>