



Student Name: \_\_\_\_\_ BGSU ID Number: \_\_\_\_\_

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

### Step 1

Please submit a graduation plan that shows which courses still need to be taken and which semesters have been recommended to take them.

	Student's Response	Advisor's Confirmation
Total credit hours earned toward degree		
Total transfer credit hours earned toward degree		
Credit hours remaining to complete degree		
Anticipated graduation date		

Please provide information on reason for student is exceeding maximum time frame credit hours.

### Step 2 – 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>

### 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>