



**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: \_\_\_\_\_  
Last Name First Name

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		
<b>Current Term</b>	<b>Campus</b>	<b>Degree</b>		
<input type="checkbox"/> Summer 2025	<input type="checkbox"/> Main	<input type="checkbox"/> Doctoral	<input type="checkbox"/> 2 <sup>nd</sup> Doctoral	<input type="checkbox"/> Certification
<input type="checkbox"/> Fall 2025	<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 2026	<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"/> eCampus	<input type="checkbox"/> Associate's	<input type="checkbox"/> 2 <sup>nd</sup> 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**

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

**Step 3 – Advisor Statement**

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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**

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

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

**Submit Form**

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

**Ensure the Guest Upload option is used to prevent delayed processing.**

**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>