

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 2023-2024

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.

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

Date(s) met with student:		CAREER:		<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
CURRENT TERM:	CAMPUS:	DEGREE:			
<input type="checkbox"/> Summer 2023	<input type="checkbox"/> Bowling Green	<input type="checkbox"/> Doctoral	<input type="checkbox"/> 2 nd Doctoral	<input type="checkbox"/> Certification	
<input type="checkbox"/> Fall 2023	<input type="checkbox"/> Firelands	<input type="checkbox"/> Master’s	<input type="checkbox"/> 2 nd Master’s	<input type="checkbox"/> Specialization	
<input type="checkbox"/> Spring 2024	<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"/> E-Campus	<input type="checkbox"/> Associates	<input type="checkbox"/> 2 nd Associate’s	<input type="checkbox"/> Associate’s after Bachelor’s	
		<input type="checkbox"/> Preparatory Courses for degree in: _____			

	Students 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: _____

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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.

Advisor's Name: _____ Email: _____@bgsu.edu
(please print)

Advisor's Signature: _____ Ph: _____ Date: _____

College/Department: _____

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

Name: _____ Title: _____

Advisors, we recommend submitting this form electronically using our document upload feature on our website. **Please do not send back to student to submit.**

DOCUMENT SUBMISSION:

Advisors, please be sure to use the Guest Upload option.

https://finaid.bgsu.edu/prd/document_submission/

MAIL OR FAX THIS FORM TO:

Bowling Green State University
Student Financial Aid and Scholarships
227 Bowen-Thompson Student Union
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.