



CENTER FOR ACADEMIC ADVISING (CAA)

Atlanta Metropolitan State College

ACADEMIC "ALERT" REFERRAL FORM

Your assistance is needed to help facilitate the success, retention, academic progress and timely graduation of Atlanta Metropolitan State College's students. Please provide the following information about the student(s) in your classes who may be failing at this time or experiencing other issues that may be affecting his/her academic success. **Although we would like to intervene before the Midterm Assessment Period, feel free to use this form anytime during the semester, as you deem necessary.** Please return this completed form to CAA via email at academicadvising@atlm.edu. This information is confidential and will be used by the CAA to assist the student. Submit this form by clicking "Submit by Email," hand delivery, or as an email attachment. Thank you for your assistance.

Professor's Name: _____ Course CRN: _____

Course Title: _____ Semester: _____

Student's Name: _____ AMSC ID: _____

Student's Phone Number: _____ Student's Email: _____

Check appropriate area(s) of concern:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Learning Support | <input type="checkbox"/> Time Management | <input type="checkbox"/> Financial Assistance |
| <input type="checkbox"/> Study Skills | <input type="checkbox"/> Health Issues | <input type="checkbox"/> Reading Skills | <input type="checkbox"/> Tardiness |
| <input type="checkbox"/> Tutorial | <input type="checkbox"/> Classroom Decorum | <input type="checkbox"/> Computational Skills | <input type="checkbox"/> Textbooks |
| <input type="checkbox"/> Late Assignments or Missing Assignments | <input type="checkbox"/> Poor Exam or Quiz Scores | <input type="checkbox"/> Note Taking Skills | |

Other (*Explain*):

Actions performed by Professor:

BELOW THIS LINE TO BE COMPLETED BY THE CENTER FOR ACADEMIC ADVISING

OUTREACH

Contacts: Phone	Date _____	Referral: Counseling Center	Date _____
Email	Date _____	Center for Academic Success	Date _____
In Person	Date _____	Other: _____	Date _____
Letter	Date _____		

FINAL DISPOSITION

- Student withdrew from course Student Midterm Grade _____ _____ No Response from Student
- Student Final Course Grade _____