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:

- [ ] Attendance
- [ ] Learning Support
- [ ] Time Management
- [ ] Financial Assistance
- [ ] Study Skills
- [ ] Health Issues
- [ ] Reading Skills
- [ ] Tardiness
- [ ] Tutorial
- [ ] Classroom Decorum
- [ ] Computational Skills
- [ ] Textbooks
- [ ] Late Assignments or Missing Assignments
- [ ] Poor Exam or Quiz Scores
- [ ] Note Taking Skills
- [ ] Other (Explain):

Actions performed by Professor:

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

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Phone</th>
<th>Date _______</th>
<th>Email</th>
<th>Date _______</th>
<th>In Person</th>
<th>Date _______</th>
<th>Letter</th>
<th>Date _______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral</td>
<td>Counseling Center</td>
<td>Date _______</td>
<td>Center for Academic Success</td>
<td>Date _______</td>
<td>Other: __________</td>
<td>Date _______</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FINAL DISPOSITION**

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

Revised July 2016