

Instructor Concern Referral Form

Student Name: _____ Student ID# _____ Referral Date: _____

Academic Concerns

- Assignments below expectations for college-level work
- Assessment performance below expectations
- Several assignments not submitted or dramatically below expectations
- Other: _____

Attendance Issues

- Sporadic attendance or exceeding acceptable unexcused absence quota
- Excessive tardiness
- Other: _____

Referral (choose as many that apply)

- Academic Learning Center - Writing Center** (WWC LA 227)
- Academic Learning Center - Tutoring** - minimum of _____ hours tutoring required (WWC LB 214/ JKC KC 330)
- Student Success Coach** (instructor, please select coach below)
- Other:** _____

Faculty referring student: (print name): _____

Course: _____ Complete all appointments by (date): _____

Notes: _____

Student Success Coach Services: schedule appointment through AdvisorTrac. Go to your **MyMercer Portal**, select **"Schedule an Advising Appointment,"** then select **"Center for Retention and Completion."** All available appointments will pop up. Choose the **Success Coach and time** that works best for you. Bring this form to your appointment.

For Completion by Tutoring Faculty/Staff and/or Student Success Coaches Only

Tutoring – Date Attended _____ Skills/Assignments Reviewed: _____

Tutor Name (printed) _____ Tutor Signature _____

Coaching Session – Date attended: _____ Strategies Reviewed: _____

Success Coach Name (printed) _____ Coach's Signature _____

Student Success Coaching Team

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