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

Victoria Onori Bowman  Nichol Killian  Jehan Mohamed
Liberal Arts  Health Professions  Business & STEM
bowmanv@mccc.edu  killiann@mccc.edu  mohamedj@mccc.edu
LA117, 609-570-3376  MS117, 609-570-3393  SC223, 609-570-3671

Revised 3/18