

Memo:

For students who have performed poorly on quizzes or tests, please use the attached referral form. You can give the form directly to the student and/or email it to me and I will contact the student on your behalf. My goal is to help the student improve his or her study skills and practices by reinforcing the tools necessary for academic success. Those tools may include, but are not limited to, different forms of technology, a system of accountability, and referrals/contact information for subject-specific tutors and other services offered on campus. I will be sure to confirm when students whom you refer make contact with me.

This referral process and accompanying support are in place for any student!

Thank you,

Megan Cooper

Faculty Student Success Center Referral Form For Academic Support

Name of Student _____

Name of Course _____

Reason for Referral _____

Name of Instructor/Professor _____

Extension and email _____

Date _____

Student contact information

Email address _____

Cell Phone Number _____

Student Major _____

Student ID _____

Students should make an appointment with/Faculty may send this form to:
Megan Cooper: KA 130 in the Library or email: cooper51@iuk.edu