



# EARLY ALERT REFERRAL FORM

The purpose of this form is for a faculty member to refer a student to the Student Success Center that has been struggling during their class and feel as though the student may need intervention services. Please note that the student must provide consent to the Student Success Advisor in order to share feedback from the meeting.

STUDENT NAME: \_\_\_\_\_ HUID: \_\_\_\_\_

STUDENT EMAIL ADDRESS: \_\_\_\_\_ CLASS: \_\_\_\_\_

REFERRING FACULTY MEMBER: \_\_\_\_\_

FACULTY EMAIL ADDRESS: \_\_\_\_\_

**CONCERNS:** Please indicate the concerns or problem areas of the student below, check all that apply

<input type="checkbox"/>	Excessive absence	<input type="checkbox"/>	Missing assignments	<input type="checkbox"/>	Having trouble staying focused in class	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Lateness	<input type="checkbox"/>	Missing exams/quizzes	<input type="checkbox"/>	Not displaying proper class conduct	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Unprepared for class	<input type="checkbox"/>	Failing grades on assignments, tests or quizzes	<input type="checkbox"/>	Other:	<input type="checkbox"/>	
<input type="checkbox"/>	Not engaging in class discussion	<input type="checkbox"/>	Needs tutoring	<input type="checkbox"/>		<input type="checkbox"/>	

Have you (faculty) met with the student before?

YES  NO

Additional Information:

Please return completed form via email to the Student Success Advisor assigned to the school corresponding to the student's major:

School of Liberal Arts & Education Last Names T-Z/School of Journalism and Communications/ Undecided: <a href="mailto:Miisha.clemons@hamptonu.edu">Miisha.clemons@hamptonu.edu</a>	School of Business/ School of Liberal Arts & Education Last Names N-S: <a href="mailto:seif.hicks@hamptonu.edu">seif.hicks@hamptonu.edu</a>
School of Science & School of Liberal Arts & Education Last Names A-M: <a href="mailto:sarah.whitfield@hamptonu.edu">sarah.whitfield@hamptonu.edu</a>	School of Science Last Names N-Z/ School of Nursing/School of Pre-Pharmacy Last Names A-M: <a href="mailto:joe.king@hamptonu.edu">joe.king@hamptonu.edu</a>
School of Engineering and Technology/School of Pre-Pharmacy Last Names N-Z: <a href="mailto:jasmine.reynolds@hamptonu.edu">jasmine.reynolds@hamptonu.edu</a>	
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