



# Student Conference Form

Student Name  ID #

Course Name

Student's Program of Study

Campus where student attends class:

- North Campus
- South Campus
- Hancock
- Jefferson
- LOIC

The student is:

- Missing excessive number of classes
- Making outstanding grades
- Failing the course
- Has excellent work ethics
- Having personal problems
- Other:

Number of Class Days Missed  Dates of Absences  Current Grade

Faculty Name  Faculty Telephone Ext.

Comments (Please give any information which can help us help the student)

Referred to:  Student Affairs  Tutoring Center

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

***Complete, print and sign this form before submitting.***

**For Student Affairs or Tutoring Center Use:**

Date Received \_\_\_\_\_ Term GPA \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Student's Phone Number \_\_\_\_\_ Date of Contact \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Staff Assigned \_\_\_\_\_

Comments (Please give any information which can help us help the student):

Copy Sent to Faculty \_\_\_\_\_ Copy Sent to Advisor \_\_\_\_\_