SKILLS ENHANCEMENT CENTER

STUDENT REFERRAL FORM

To Faculty: Any faculty member who wishes to refer any student to the Skills Enhancement Center for academic assistance MUST complete this form for EACH student referred. Any student reporting to the center under oral direction from a faculty member will be directed back to that faculty member for the proper referral form. This form must be submitted by the student to the SEC faculty. All students must abide by Talladega College Student Handbook and Code of Conduct.

Section I. Descriptive Information:

Student: ____________________________________________ Date: _____________________

Instructor: _____________________________________________________________________

Course/Number/Section________________________________________________________

Part II: Diagnostic Information:

Complete this section for each area for which you are referring the student for academic assistance.

Subject Area: ______________________________

List the specific needs of this student in this area.

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_______________________________________________________________________________

Subject Area: ______________________________

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Subject Area: ______________________________

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Subject Area: ______________________________

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Instructor’s Signature                                                                            Student’s Signature