FOR:

Student Name: _____ E_____
Last Name First Name M.I. Student EID#

REFERRAL TO:
Academic Advising Center (AAC)
301 Pierce Hall 734.487-2171 academic.advising@emich.edu www.emich.edu/aac/

FROM: **Use Black or Blue ink only (no pencils or highlighting) – This document will be imaged.**

Advisor/Faculty: _____ Phone: _____
PRINT NAME and SIGN

Department: _____

e-Mail: _____

Reason for referral:

- ☐ Administrative Withdrawal — *after semester withdrawal period has ended*
- ☐ Articulation Agreement needs to be posted — dated: _____ from:
  Community College: _____
  Program: _____
- ☐ College Level Examination Program (CLEP)
- ☐ FTIAC First Semester Individual Course Withdrawal — *during individual withdrawal period*
- ☐ English Waiver needs to be posted — *Need documentation*
- ☐ High School Chemistry/Physics Verification needs to be posted
  Prior Fall 2007 General Education — *Need documentation*
- ☐ Individualized Studies Program (ISP)
- ☐ MACRAO Agreement needs to be explained and/or is missing from Banner
  Major/Minor Declaration *on-line* at: **http://www.emich.edu/aac/forms.htm**
- ☐ Math Waiver needs to be posted — Prior Fall 2007 General Education — *Need documentation*
- ☐ Pass/Fail Requests — *free electives only, junior/senior standing only*
- ☐ Pass/FIG questions/concerns — *freshmen only*
- ☐ Probation/Dismissal Advising
- ☐ Quantitative Reasoning Choice (QRC) *questions/concerns — Effective Fall 2007 General Education*
- ☐ Quantitative Reasoning Waiver (QRW) *needs to be posted — Effective Fall 2007 General Education — Need documentation*
- ☐ Retroactive Withdrawal — *(prior semesters)*
- ☐ Second Bachelor Degree Program
- ☐ Transfer Credit Application (TCA) form — Complete TCA for the possible classes listed below:

Notes or explanation of items checked above: