

Allegany College of Maryland
STUDENT & LEGAL AFFAIRS REFERRAL

Please use this form whenever you have an issue or concern about a student (or group of students or even an unknown student). Examples of matters to be referred include – but are not limited to – counseling needs, community assistance, diversity support, and **misconduct**. Be sure to make the referral promptly so your issue/concern can be addressed in a timely fashion. Thank you!

- Your Name: _____
If you do NOT have a College email address, please provide contact information here.

- Student(s) Name(s):

- Date of incident/issue: ____/____/____

- What happened? (Give details; identify everyone who was present; & use extra sheets if necessary.)

- Does the student(s) know you are making a referral? Yes / No
- Have you reported this matter to anyone else? _____
- What, if anything, would you like to see happen now?

Thank you for caring about our College community! Student & Legal Affairs staff will follow-up this information appropriately; if FERPA permits, we will be happy to tell you what action was taken. Please contact us if you have more information about this student/incident. Thanks.