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.