This form is intended to be used by academic staff for purposes of referring students to Learning Services for matters relating to non-submission of and performance issues in their first assessment item as outlined in the Academic Standing, Progression and Exclusion Policy. Learning Services will deal directly with the referred student who will need to take responsibility for: (a) contacting Learning Services to make an appointment time for the consultation; (b) presenting this form for signature at the time of the consultation; and (c) returning the signed form to Student Administration.

1. STUDENT PERSONAL DETAILS

Griffith Identification number:  
Name:  
Family name:  
First name:  
Phone:  
Email:  

2. REFERRING STAFF MEMBER DETAILS

☐ Teaching Team Member: ____________________________ (name) ____________________________ (phone)
☐ Course Convenor: ________________________________ (name) ____________________________ (phone)
☐ Other: ____________________________ (position title) ____________________________ (name) ____________________________ (phone)

3. REASON FOR REFERRAL

Referring staff member to provide details regarding nature of assessment concern and type of assistance required.

4. LEARNING SERVICES CONFIRMATION

I confirm that the above student has sought study skills advice from Learning Services related to this assessment matter.

Learning Services Staff Name: ____________________________ Position: ____________________________
Signature: ____________________________ Date: ____________________________

GUIDELINES FOR STUDENTS

1. Use Book-it to make your appointment with a Learning Adviser online www.griffith.edu.au/library/workshops-training
2. If an appointment is not available online, email Learning Services on academicskills@griffith.edu.au to make an appointment.
3. For further information about appointments, contact Learning Services on one of the telephone numbers below.
   ☐ Gold Coast 555 28109 ☐ Logan 338 21108 ☐ Mt Gravatt 373 55778
   ☐ Nathan/South Bank 373 56452
4. Present this form for signature at your appointment.
5. Return the signed form to one of the drop off boxes available in all student centres.

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