



## LRC Referral Procedure

Instructors who believe that a student would benefit from an LRC consultation and intervention on issues *other than clinical skills* should take the following steps:

1. Discuss with the student your intent to refer.
2. Complete the "Academic Success Referral" Form available on the T-drive:  
T:\Aultman College\Academic Affairs Division\Center for Teaching and Learning (CTL)
3. Forward the completed referral form (electronic or hard copy) to the LRC Coordinator, Michelle Speedy.
4. Give a copy to the student and instruct him/her to initiate contact with the LRC Coordinator
  - a. It will be the student's responsibility to initiate the consultation; however, if the LRC Coordinator hasn't heard from the student within 72 hours of receiving the referral form, we may initiate contact.
5. During the initial consultation, LRC staff will help the student formulate a written Academic Success Plan which will specify the activities the student will participate in to improve his/her situation.
  - a. The plan will contain a time frame for completion set by the student.
  - b. We will encourage the student to share the plan with the referring instructor, but LRC staff will formally communicate with the instructor at least twice, via email or phone—once following the initial consultation and then again upon fulfillment of the student's plan.
  - c. Communication with the instructor may occur more often than twice while the student is participating in LRC services, and the instructor should feel free to initiate communication at any time if information becomes available that would enable LRC staff to assist the student.

Both students and faculty will be asked to evaluate the referral and communication process so that we can be sure we are meeting needs.