

AAC Report Form (For Instructors)

This is a form for GLA instructors to notify AAC in case there are any concerns regarding their students. Although we strongly encourage students to come to AAC to discuss any concerns they may have, not all students can identify their issues or may not feel comfortable reaching out. If you have recognized any concerns with your students in class, we ask your kind corporation with AAC by filling out this form.

In case of reporting **poor academic practice** or **academic misconduct**, please use 'Academic Poor Practice Report' and 'Academic Misconduct Report' respectively. For reporting **regular and late withdrawal**, please fill out 'Reporting form for a student of concern in your class for regular withdrawal' and 'Reporting form for a student of concern in your class for a late withdrawal' respectively.

Instructor's Name:

Date of Submission:

Course Title:

Student Name:

Type of Concern(s):

Continuous absence or poor attendance

Continuously coming late to class

Repeated late submission of assignments

Distracted behavior / trouble focusing in class

Self-management / time-management

Attends class but frequently misses tests or does not submit assignments

Attends class but has trouble engaging in class activities

Student is seeking help regarding learning skills

Trouble balancing academic life with other responsibilities

Received complaint from a student regarding other student behavior

Student appears unmotivated

Student is having trouble coping with a diagnosed disability

Other:

Description of Concern (include any information you think is relevant including dates, times, contact with student regarding the issue, etc.):