INTERDENOMINATIONAL THEOLOGICAL CENTER

ADVISOR - ADVISEE CONTACT FORM

Instructions for the Advisor-Advisee Contact Form:
1. The student must complete this form before seeing the faculty advisor. Faculty should retain a copy. If student needs a record of the advising outcome, he/she should complete two copies of the form.
2. If the appointment relates to courses, the student must also complete a Planned Program Form.
3. The advisor and the student advisee must each keep a secure record of the signed advice that was given for documentation and future reference.

<table>
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<tr>
<th>Student’s Name</th>
<th>Date of Appointment</th>
<th>Time of Appointment</th>
<th>Name of Faculty Advisor</th>
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To be completed by the Student Advisee: Reason for meeting with your advisor (check all those that relate to this appointment):

- Course audit
- Selecting courses
- Drop/Add course
- Petition to take a course from another track
- Grade concern
- Advice on learning
- Personal issue
- Thinking of withdrawing
- Other reason? (Please explain below):

_____________________________________________________________________________________
_____________________________________________________________________________________
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To be completed by the Faculty Advisor: Summary of advising outcome, especially for serious matters that necessitate a referral to another office. *The advisor and advisee must each keep a copy of this signed form for documentation and future reference.

_____________________________________________________________________________________
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The student did/ did not (circle one) receive the assistance and guidance needed from the faculty advisor? If not, was a referral made? Yes No (circle one).

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*Revised May 2018 (Academic Affairs)