

Academic Advisor Record of Interview

School of Electrical Engineering and Telecommunications

Student Number: _____ Program Code: _____

Family Name: _____ Given Names: _____

Current Session/Year: _____ Unit of Credit attempted: _____ Unit of Credit passed: _____

Current standing: Good referral Probation Suspension Exclusion Other: _____

Previous standing: Good referral Probation Suspension Exclusion Other: _____

International student Local student Undergraduate student Postgraduate Student

Circumstances Affecting Academic Performance:

Factors contributing to performance last session i.e. academic ability, commitment to academic work, employment, health problems self or family, other factors. Are the factors affecting academic performance permanent or temporary?

Outline of plans to return to good progress in next session?

Supporting documents sighted: Yes No

Academic Advising Outcome:

Suggested Courses to Enroll in Session: _____ Year: _____ **Total UOC suggested:** _____

Courses: _____ , _____ , _____ , _____ , _____

Student comments on their own intention for enrolment and on the recommendations and advice given by Academic Advisor (*Student to write own comments*):

Student has been informed of the appeal and grievance processes? Yes No

Recommended Referral to University Services:

Counseling Service The Learning Centre International Student Services
 Equity and Diversity Unit Careers and Employment Aboriginal Education Program Other _____

Academic Advisor Name: _____ **Signature:** _____ **Date:** _____

Student's Signature: _____ **Date:** _____

Original of record of Interview to be held by School and copy to be given to student.