

# ARC

Academic Resource Center  
California Baptist University

## Writing Lab Faculty Referral Form

**Faculty Instructions:** Select any topics below that appear to be recurring errors in your student's paper. Attach this form to the student's paper before returning the assignment. The student will return his/her revised paper, along with this form, after meeting with a Writing Lab tutor.

**Student Instructions:** Use the rubric below to make the corresponding changes suggested by your professor. Please *handwrite* all corrections *directly* on your paper. Once you have made your corrections, see an ARC Writing Lab Tutor to receive assistance and check for accuracy. At the end of your tutoring session the tutor will stamp this form, which you will then need to return to your professor along with your revised paper.

- 1. Alpha-Numeric Order
- 2. Apostrophes
- 3. Bibliography/In-text Citation
- 4. Capitalization
- 5. Commas
- 6. Comma Splice/Run-On Sentence
- 7. Contractions
- 8. Footnoting
- 9. Fragment
- 10. Header Formatting
- 11. Indentation
- 12. Misplaced Modifier
- 13. Paragraph Flow/Length
- 14. Parallelism
- 15. Present/Past Tense
- 16. Pronouns
- 17. Quotes
- 18. Second Person/"You"
- 19. Slang
- 20. Spelling
- 21. Split Infinitive
- 22. Wordiness
- 23. Subject-Verb Disagreement
- 24. Subject-Verb Repetition
- 25. Transitional Words/Phrases
- 26. APA Formatting
- 27. MLA Formatting

**ARC Stamp:** Do not stamp  
until after the  
tutee has met  
With their tutor

**ARC Office Use Only:**

Appointment Date: \_\_\_\_\_

Tutor's Name: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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