A S C

Academic Success 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 ASC 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.

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

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

ASC Office Use Only:
Appointment Date: _____
Tutor's Name: _____

Comments: _____

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Academic Success Center 951.343.4349 Lancer Arms 54