

# Writing Resources Center

## Student Referral Request

As a participant in the WRC's referral program, students agree to attend their regularly scheduled appointment each week, to bring a writing-related activity to discuss with the tutor, and to practice independently between sessions. The referral typically runs from its initial assignment through the end of the semester, unless the tutor and student agree that the writing concerns the instructor has indicated on the form have been appropriately addressed. Also, the referral may end if the student: (a) misses two appointments without contacting the WRC in advance, (b) cancels three appointments, or (c) fails to participate actively in the sessions. Please note that students who lose referral status may visit the WRC offices on a walk-in basis only for the remainder of the semester.

**Please print and complete all fields.**

Student: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student E-mail: \_\_\_\_\_ Student Phone: \_\_\_\_\_

Instructor: \_\_\_\_\_

Instructor E-mail: \_\_\_\_\_ Instructor Phone: \_\_\_\_\_

Course: \_\_\_\_\_ Course Title: \_\_\_\_\_

Is this a Prospect for Success Course? Yes \_\_\_ No \_\_\_

Student should work to improve the following aspects of writing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Days and Times of Availability for tutoring:**

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

3<sup>rd</sup>: \_\_\_\_\_ 4<sup>th</sup>: \_\_\_\_\_

**In completing this form and signing on the lines below, the student accepts the faculty member's request to participate in the referral program.**

Student Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

**For Office Purposes Only**

Tutor: \_\_\_\_\_ Start Date: \_\_\_\_\_

No Shows: 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Cancellations: 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ 3<sup>rd</sup>: \_\_\_\_\_

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

**Please return the completed form to:**  
**Chris Harrington, Senior Tutor**  
**Writing Resources Center, 125 Cameron Hall**