

THE WRITING CENTER FACULTY REFERRAL PROCESS

As faculty, you might notice a student struggling with grammar, idea development, plagiarism, and/or other writing-related concerns. To support these students, you can submit a faculty referral to the Writing Center.

Steps in the Process

1

GATHER INFORMATION

In order to submit a faculty referral, you will need some key information, including the student's name, email address, course number, assignments he/she is working on, and key issues you see in the student's writing.

2

OPEN THE FACULTY REFERRAL FORM

Once you have the key information noted above, go to the [faculty referral form](#).

3

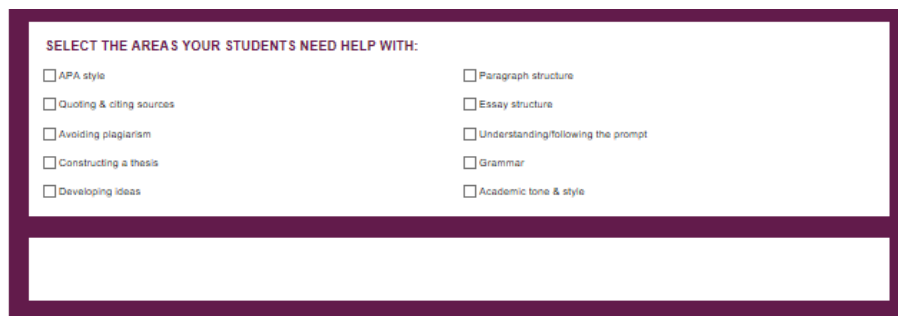
COMPLETE ALL ITEMS IN THE FORM

In order for us to contact the student and support them with specific issues you have observed, please complete all items on the faculty referral form.

4

CLICK THE ARROW

Once you have completed all items on the form, please click the arrow on the bottom of the form to submit the information to the Writing Center.



SELECT THE AREAS YOUR STUDENTS NEED HELP WITH:

<input type="checkbox"/> APA style	<input type="checkbox"/> Paragraph structure
<input type="checkbox"/> Quoting & citing sources	<input type="checkbox"/> Essay structure
<input type="checkbox"/> Avoiding plagiarism	<input type="checkbox"/> Understanding/following the prompt
<input type="checkbox"/> Constructing a thesis	<input type="checkbox"/> Grammar
<input type="checkbox"/> Developing ideas	<input type="checkbox"/> Academic tone & style



5

THE WRITING CENTER SENDS OUTREACH

Once the Writing Center receives your referral, we will send outreach to the student inviting them to submit a paper for review. In this email, we will also provide instructions to help the student do this. We will copy you on this outreach.

6

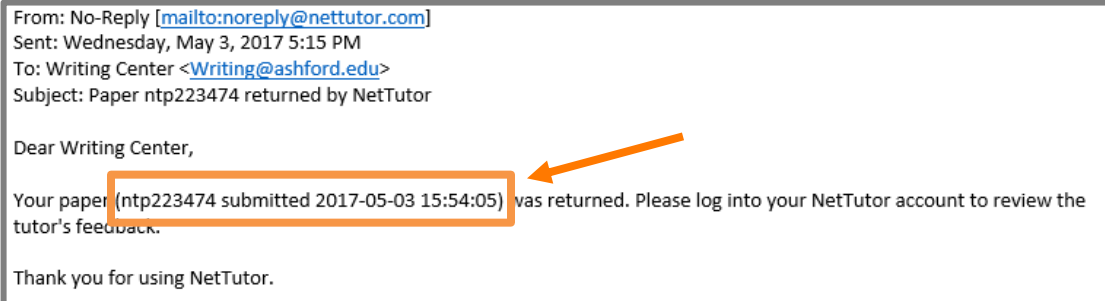
FEEDBACK

If the student chooses to take advantage of this opportunity and submits a paper, he/she will receive feedback within 24 hours.

7

CONFIRMATION

If you would like confirmation that the student has received tutoring, you can request he/she forwards you the email letting them know the paper has been returned. This email will include the date the paper was submitted.



NEED HELP?

If you have any questions regarding the faculty referral process, please email us at writing@ashford.edu