END OF SEMESTER “U” REFERRAL FORM

To: Members of the faculty From: The Writing Center

Students will receive a “U” (unsatisfactory) notation in a course if the quality of the writing was unsatisfactory, even if students understood the course content. When you submit your grades at the end of the semester, open the window to the left of the student’s name and click on “Final Comments.” Please add a comment, beginning with the capital letter “U” followed by a brief comment about the student’s writing. **For example:** *U in writing. The student needs to work on paragraph development and documenting sources.*

Please submit a copy of this form to the Writing Center (Corns 316), preferably with a sample of each student’s writing.

 Major Problem Areas (check)

 Unity, organization Sentences,

Student’s Name Course Grade and development diction, and mechanics

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Please return this form to the Writing Center, R.W. Corns 316.