

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.” Then note the following: U and a brief comment about the student’s writing. Please submit a copy of this form to the Writing Center (Corns 316), preferably with a sample of each student’s writing.

Please check and or comment on all categories that apply.

Student’s Name	Course	Grade	Focus & Thesis	Organization	Paragraph Development	Documentation Sources	Sentence Correctness

Comments:

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

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