SUNY Potsdam
College Writing Center Referral Form

Carson 106 -- 267-3059 -- cwc@potsdam.edu
www.potsdam.edu/support/cwc

Student’s Name: ____________________________________________ Date: _____________

Professor’s Name: _______________________________ Campus Mailing address: __________________________

Course Name and Number: ____________________________________________

Deadline for next revision: _____________________________

TO THE FACULTY or ADVISOR: Please complete this form and give it to your student. If you have questions, please email Dr. Mitchell at cwc@potsdam.edu.

To the CWC Consultant from the Instructor: PLEASE CONFERENCE WITH THIS STUDENT IN THE FOLLOWING AREAS (check all that apply):

_____ Tutor, please sign this form and return it to faculty mailbox. (Yes/no?)

_____ Developing a clear central focus
_____ Organizing Content
_____ Developing/expanding ideas
_____ Improving transitions, sequence, and coherence
_____ Revising sentences for clarity
_____ Paraphrasing, summarizing, or citing courses, specifically: ______________________________
_____ Revising to correct foreign interference, including idioms, prepositions, verb tense
_____ Other: __________________________

TO THE STUDENT: The College Writing Center (CWC) assists students in strengthening their writing skills. Our experienced peer consultants will meet with you individually to work on your specific concerns while you complete your regular course assignments.

- Please take this form to the CWC and make an appointment for tutoring (or call us during regular hours or email us after hours).
- You can have up to three appointments per week, so schedule soon to make progress on your revisions.
- Tell the CWC the course name and number so that we can assign the most appropriate consultant to meet you.
- Bring your teacher’s assignment and your draft or notes.

Date of consultation: _______ Name & signature of peer consultant: __________________________

CWC Consultant: If requested, PLEASE MAIL THIS FORM TO THE PROFESSOR OR ADVISOR’S MAILBOX, ABOVE. (Based on forms used by John Jay College of CUNY and CSU Stanislaus.)