

**GEORGIAN COURT UNIVERSITY
ACADEMIC DEVELOPMENT CENTER**

Referral Form

Student's Name: _____

Instructor's Name: _____

Course: _____

Date of Referral: _____

Paper Due Date: _____

Professor: Please check the areas that you would most like this student to work on in tutoring.

Content and Critical Thinking

_____ Understanding the reading and/or assignment

_____ Brainstorming for ideas

_____ Developing a thesis or focus

_____ Expanding on ideas

_____ Using examples, details, and quotations

Organization

_____ Sentence and paragraph order

_____ Transitions

_____ Avoiding repetition, wordiness

Grammar

_____ Sentence problems: fragments, run-ons, unclear sentences

_____ Punctuation

_____ Verbs and tenses

_____ Using words correctly

_____ ESL (English as Second Language) mistakes

_____ Other grammar: _____

Documentation

_____ Introducing and using quotations

_____ Avoiding plagiarism

_____ Documenting and citing sources

Proofreading

_____ Reading out loud for mistakes

_____ Reading line-by-line for mistakes