

Hixon Writing Center Student Referral Form

The Hixon Writing Center (HWC) has a staff of writing specialists who work with students to promote their development as writers. This form allows a Caltech instructor to require or suggest that a student schedule a meeting with a HWC tutor to support the learning that student is doing in the course. Give this completed form to your student in person or via email; it is up to him/her to schedule an appointment.

Instructor: Please indicate all relevant information below

Instructor Name

Student Name

Course

Meeting with a
tutor is:

Required
Optional

Please
meet
with a:

professional tutor
peer tutor
any available tutor

Please meet
with a tutor
before:

Project(s) /
assignment(s) to
discuss:

My priorities for
your
development as
a writer include:

Instructions for student

Review the information about scheduling an appointment with a Hixon Writing Center tutor at writing.caltech.edu/appointments and make an appointment that suits your needs. **Please present this form to your tutor at the beginning of your meeting.** If your instructor has requested you visit the HWC more than once, retain and bring this form to each meeting. The tutor will provide you with a form to return to your instructor verifying that you attended the meeting.