

The Free Online Writing Lab of the Academic Success Center

Thank you for submitting your paper to the Academic Success Center! To utilize our free writing lab, attach to an email your assignment and any rubrics or descriptions you have for that assignment (it is important to include your instructor's assignment descriptions because the writing tutor who will help with your paper needs to be able to focus his or her advice according to what your instructor is expecting). Complete the fields at the bottom of this document and attach them to the email as well. Email this information and these documents, preferably in Microsoft Word format, to academicsuccess@gfcmu.edu.

A tutor will review your paper and reply as soon as possible. We pride ourselves on returning papers promptly! We can usually return a paper within twenty-four hours, but during busy times and over weekends it may take as long as three days for us to finish a paper and email it back. Your returned paper will include a tutor's comments and suggestions. If you have any questions or would like clarification on any feedback, remember you can come see us at the ASC (Room R263) or call to talk to a writing tutor at 406-771-5121.

Name: _____

Student ID #: _____

Preferred email: _____ Phone #: _____

Class: _____ Instructor: _____

We will focus our commentary on the following areas:

- spelling and grammar
- organization and flow
- formatting
- punctuation
- main ideas and support

Please explain any concerns or questions you have. In what areas do you feel you need assistance?