**Instructions:** To submit an assignment for review via email, complete the form below. Be sure to attach the completed form as a Word document or PDF in an email to [ACEtutoring@vinu.edu](mailto:ACEtutoring@vinu.edu), and don’t forget to attach your work as well. Coaches will respond Monday-Thursday within 24 hours of submission. **Please note that email submissions not accompanied by a completed request form will not be reviewed**.

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| **Name:** |  |
| **Student ID #:**  (This is your A#) |  |
| **Course:** |  |
| **Instructor:** |  |
| **Assignment/Project:**  Describe the assignment you would like to discuss with a tutor. Please provide as much detail as possible. |  |
| **Due Date:** |  |
| **Goals:**  Describe your top three concerns and explain what you would like to accomplish during your session. The more detail you can provide, the more we can help you. |  |

**Remember:** If you are submitting a paper for feedback via email, we will not edit your paper for you. Rather, we will provide comments and suggestions based on the goals you set for the appointment. If you submit longer essays (approximately 7+ pages), we may not be able to read and respond to every page in the allotted appointment time (1 hour). We suggest you note areas of greatest concern to ensure we meet your needs. You may also resubmit the same paper to be reviewed multiple times in order to receive feedback on areas not covered by previous e-mail sessions.