

## **Student Policies**

### **Objectives and Student Responsibilities of Professional Tutoring**

Professional subject tutoring is housed within the Student Success Center of Academic Services. Professional tutoring is available as a free resource to help students become independent learners. Professional tutoring is available for the following courses: CHE 103, 111/112, 203, 205/206; MAT 102, 107, 110, 140, 141, 142; NUR medication calculation review and practice. The Professional Tutor will assist students with:

- Supplemental instruction for topics in chemistry and math courses
- Supplemental practice and review for topics in chemistry and math courses
- Review of mathematical and chemical concepts tested within PRAXIS or TEAS (on a limited, as-needed basis with recommendation from advisor or other Academic Services staff member)
- Review of mathematical approaches for medication calculations (select NUR courses)
- Development of effective strategies for note-taking, studying, and exam preparation

### **Academic Honesty**

Students are expected to follow the Honor Code policies outlined within Cedar Crest College's Student Handbook. The Professional Tutor will not assist students in the completion of homework, graded assignments, or exams, nor will the Professional Tutor correct any homework, graded assignments, or exams. If given permission to work with the Professional Tutor on an assignment, homework, take-home exam, or exam corrections, the student is responsible for ensuring that the Professional Tutor receives direct communication from the course instructor outlining the permissions.

- Disciplinary action may be taken for any student in violation of Cedar Crest College's Honor Code.
- Restriction of tutoring privileges may occur as deemed appropriate for violations pertaining to the Cedar Crest College Honor Code.

### **Additional Policies**

- Professional tutoring is available only to current Cedar Crest College students. The Professional Tutor reserves the right to determine which courses, outside of the courses listed above, are eligible for tutoring.
- Students are expected to read, agree, and sign the Student Guidelines for Professional Tutoring found on page 2 of the Professional Tutoring Student Policies document.
- Students are expected to uphold the Community Standards for Social Conduct, as outlined in Cedar Crest College's Student Handbook. Students are expected to be respectful to the Professional Tutor and peers within tutoring environments.
- Cedar Crest College is committed to ensuring that all students, faculty, and staff have a safe environment, where learning and growth are encouraged and accessible to everyone. In order to create a positive working environment, Cedar Crest College acts in accordance with Title IX, ensuring that the Cedar Crest community upholds the standards of a respectful and safe environment for all members of the community.

Please direct any questions, comments, or concerns about Professional Tutoring, including the policies outlined herein, to [kelcie.molchany@cedarcrest.edu](mailto:kelcie.molchany@cedarcrest.edu) or [advising@cedarcrest.edu](mailto:advising@cedarcrest.edu) or 610-606-4628.

## Professional Tutoring – Chemistry and Mathematics

### Student Guidelines

By making an appointment with the Professional Chemistry and Math tutor, you acknowledge that you have read and agree to adhere to the following guidelines. Appointments should be made via WC Online. For concerns regarding WC Online accounts, please email [kelcie.molchany@cedarcrest.edu](mailto:kelcie.molchany@cedarcrest.edu).

1. Tutoring serves as a supplementary resource to class instruction. Tutoring is not for completing graded assignments, homework, or exams. Tutoring is not a substitute for attending class.
2. Students must come prepared. The professional tutor reserves the right to cancel any session in which a student arrives unprepared. Students should send material via email or upload to the appointment form at least one hour before the session. The tutor cannot cover content on an exam while an exam is still live, nor can the tutor assist with specific problems unless the source of the problem can be verified. Regardless of the source, it is still at the tutor's discretion to assist with a specific problem. Similar problems will be covered instead.
3. Tutoring is most effective when the student has worked ahead and attempted the problem. The tutor's help will be more effective when the student knows where difficulties may arise within a problem and comes prepared with specific questions. The tutor reserves the right to end the session if a student has not previously attempted the work.
4. Students are limited to 120 minutes of tutoring per week, as available, unless granted specific exceptions as determined by the Professional Tutor, Academic Services staff, or course instructors. The student scheduling the appointment must be the student attending the tutoring session.
5. Online tutoring is individual, unless otherwise specified.
6. The student is responsible for arriving to each session on time. The tutor will email the student between the 5-10 minute mark to ensure there are no technical difficulties. If the tutor does not hear from the student by the 15 minute mark, the appointment will be marked as missed and the tutor will end the meeting. The student will receive a "no-show" email from WC Online. If the student misses three or more appointments without reason, the tutor may cancel future sessions and restrict appointment scheduling until the situation has been discussed with the Professional Tutor. If the student's WC Online account consequently becomes locked due to missed appointments, the student must contact the Professional Tutor and complete a short quiz on policies to regain account access. If an appointment needs to be canceled, please do so using WC Online prior to the appointment to avoid any missed appointment penalties. Communication regarding tutor-initiated cancellations will be sent via Cedar Crest email only.
7. Tutoring appointments are best made with advanced notice. Same-day appointments are not available.
8. The Professional Tutor works closely with course instructors, but is not in the class. If the Professional Tutor is unable to assist with a particular assignment or question, the tutor will recommend that the student ask the instructor in class or office hours.
9. If enrolled in more than one applicable course for tutoring with the Professional Tutor, please book separate appointments for each course. Once an appointment is booked for a course, that same course must be discussed at the appointment unless the appointment is modified.
10. The WC Online schedule can be viewed and appointments can be booked up to a specific time in advance. Recurring appointments may not be accepted; students are strongly encouraged to manually book an appointment each week.

\*Please note that all of the above policies apply to online tutoring, including technology requirements that must be met for a successful virtual meeting. These policies are outlined when booking an online appointment. Students with comments, concerns, or feedback about tutoring services should contact Academic Services ([advising@cedarcrest.edu](mailto:advising@cedarcrest.edu)/610-6064628) or the Professional Tutor ([kelcie.molchany@cedarcrest.edu](mailto:kelcie.molchany@cedarcrest.edu)/610-606-4666, ext. 3485). By making an appointment with the Professional Tutor, I

## Professional Tutoring – Chemistry and Mathematics

acknowledge that I have read and understand the following guidelines as they relate to Chemistry and Mathematics Professional Tutoring.