Study Skills Tutoring Policies

The Student Success Center offers Study Skills Tutoring to help students improve and develop their academic skills. Study Skills Tutors are Cedar Crest students who are trained to assist other students with achieving academic success and becoming effective, independent learners.

Study Skills Tutors will assist students with:

- Understanding and utilizing notetaking methods
- Utilizing reading and highlighting strategies
- Using effective time management strategies
- Developing test/quiz/exam preparation strategies
- Utilizing test-taking techniques and managing test anxiety

Cedar Crest’s Honor Code emphasizes the importance of students having ownership of their own scholarly work. Therefore, Study Skills Tutors will not:

- Give students copies of their own notes or assignments from a course they have completed
- Write on or otherwise “mark up” a student’s books, notes, or assignments
- Proofread, correct, or copyedit a student’s paper, assignment, or notes
- Judge the quality of a student’s work by guessing the grade it will receive

Please remember that the main focus of the Study Skills Tutoring is to help students improve and develop their academic skills. Adopting new study habits is a process; therefore, developing and improving skills takes time and effort. While most research shows that students who use tutoring services tend to earn higher grades than students who do not, working with a Study Skills Tutor does not guarantee a passing grade for the course or any individual assignments and exams. Study Skills Tutors will not attempt to predict the grade a student will receive; questions about grades must be directed to course instructors.

Appointment Policies:

1. Study Skills tutoring is by appointment only. Walk-ins are not accepted. Appointments can be scheduled using WCOnline (available on MyCedarCrest).
2. If a student is more than 5 minutes late to a 30-minute appointment, or more than 10 minutes late to a 60-minute appointment, the tutor reserves the right to ask the student to reschedule their appointment.
3. Appointments may be cancelled using WCOnline. If you cannot make it to your appointment, please cancel it as soon as possible. Students who miss (no show) more than two appointments will be temporarily suspended from making additional appointments, and will be required to meet with the Coordinator of Learning Resources before having their account reactivated.
4. Students may use Study Skills Tutoring for up to 60 minutes per week.

Plagiarism and Academic Dishonesty Policies:

1. Students in deliberate violation of Cedar Crest’s Honor Code (as outlined in the Student Handbook) may be referred to the Coordinator of Writing and Learning Support. In the event of intentional violations, disciplinary action may be taken.
2. Students who attempt to persuade or coerce Study Skills Tutors to violate any of the above policies will be reported to the Coordinator of Learning Resources. In the event of intentional violations, disciplinary action may be taken.

Additional Policies:

1. Study Skills Tutors are available to tutor Cedar Crest students only during their scheduled hours. Students in need of tutoring should schedule an appointment using WCOnline. Please do not request that tutors provide services outside of their scheduled hours.

2. Students who visit the Student Success Center for tutoring services are expected to uphold the Community Standards for Social Conduct (as outlined in the Student Handbook). Students who behave in a disruptive manner may be asked to leave by the tutor, the Coordinator of Learning Resources, or other Academic Services or Library staff members.

3. Students are expected to respect the privacy and integrity of the tutors, and are expected to uphold the Community Standards for Social Conduct (as outlined in the Student Handbook). Students who fail to uphold these standards may be subject to disciplinary action, including but not limited to having their tutoring privileges revoked.

4. Tutors are expected to respect the privacy and integrity of students who visit the Student Success Center, and are expected to uphold the Community Standards for Social Conduct (as outlined in the Student Handbook). Information about student visits to the Student Success Center will only be shared with faculty members at the student’s request, except in the cases of “take home” tests/quizzes/exams (faculty members will always be notified when a student brings an exam to an appointment).

5. Both students and tutors are expected to act in accordance Title IX. Cedar Crest College is committed to ensuring that all members of the College Community have a learning and working environment that is free from sexual misconduct and sexual harassment. Sexual misconduct and sexual harassment will not be tolerated. Cedar Crest College expects all members of the College Community to share in the responsibility for ensuring that the Cedar Crest College environment is free from any form of abuse, violence or verbal or physical intimidation.

Questions, concerns, and feedback should be provided to the Coordinator of Learning Resources or the Director of Learning and Disability Resources.