

Walk-In Tutoring Rules and Policies

The Student Success Center offers walk-in peer tutoring for many courses in high-demand content areas (Biology, Chemistry, Math, Psychology, and Social Work). Walk-in tutors are Cedar Crest students who are trained to assist other students with achieving academic success and becoming effective, independent learners. Walk-in tutors will assist students with:

- Understanding and applying course content
- Strategizing effective approaches to course content
- Practicing the use and application of equations, formulas, theories, and concepts
- Reviewing content in preparation for tests/quizzes/exams
- Developing academic skills such as effective study habits, test-taking strategies, and notetaking techniques

Cedar Crest's Honor Code emphasizes the importance of students having ownership of their own scholarly work. Therefore, walk-in tutors will **not**:

- Correct homework assignments or tests/quizzes/exams/labs
- Correct formatting (including APA, MLA, and Chicago)
- Complete any part of a student's homework or other graded assignments

While most research shows that students who use tutoring services tend to earn higher grades than those who do not, meeting with walk-in tutors does not guarantee a passing grade for the course or any assignment/test/quiz/exam. Walk-in tutors will not attempt to predict the grade a student will receive; questions about grades must be directed to course instructors.

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 walk-in tutors to violate any of the above policies will be reported to the Coordinator of Writing and Learning Support Resources. In the event of intentional violations, disciplinary action may be taken.

Additional Policies:

1. Walk-in tutors are available to tutor Cedar Crest students only during their scheduled hours (and by special arrangement with the approval of the Coordinator of Writing and Learning Support Resources). Please do not request that tutors provide services outside of their scheduled hours.
2. Walk-in tutors are available to tutor only the courses they are approved to tutor (those listed on the walk-in schedules each semester) during their scheduled hours, unless by special arrangement with the approval of the Coordinator of Writing and Learning Support Resources.
3. Students who visit the Student Success Center for tutoring services are expected to uphold the Community Standards for Social Conduct. Students who behave in a

- disruptive manner may be asked to leave by the tutor, the Coordinator of Writing and Learning Support Resources, or other Academic Services or Library staff members.
4. Students seeking tutoring for assistance with take-home tests/quizzes and test/lab corrections must have their professor's approval in order to work with walk-in tutors. Faculty members may indicate their approval of using tutoring services for take home tests/quizzes and test/lab corrections by contacting the Coordinator of Writing and Learning Support Resources.
 5. 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.
 6. 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 walk-in tutoring will only be shared with faculty members at the student's request, except in the cases of "take home" tests/quizzes/exams or test/lab corrections (faculty members will always be notified when a student brings an exam to an appointment).
 7. 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 sent to the Coordinator of the Writing Center and Tutoring Programs at liz.declan@cedarcrest.edu.