

Writing Center Rules and Policies

The Writing Center is committed to fostering academic success by helping students develop and improve their writing skills.

The Writing Center uses a student-focused, process-based approach to assist students with:

- Planning, developing, and revising papers and other writing assignments
- Generating topic ideas
- Creating outlines
- Developing and refining thesis statements
- Organizing writing on the essay level and the paragraph level
- Expressing thoughts, points, and concepts clearly
- Improving proofreading and editing skills
- Understanding the conventions of mechanics, punctuation, grammar, and syntax
- Using source material effectively and in an academically honest manner
- Navigating formatting manuals effectively (APA, MLA, and Chicago)

The Writing Center's philosophy emphasizes the importance of students having ownership of their own writing. Therefore, the Writing Center and its tutors will **not**:

- Proofread, correct, or copyedit a student's paper or assignment
- Correct formatting (including APA, MLA, and Chicago)
- Draft any part of a student's paper or assignment
- Write on or otherwise "mark up" a student's paper or assignment
- Judge the quality of a student's work by guessing the grade it will receive

Please remember that the Writing Center's main focus is to help students develop and improve their writing skills. Writing is a process; therefore, developing and improving skills takes time and effort. While most research shows that students who use writing tutoring services tend to earn higher grades on their written assignments, visiting the Writing Center does not guarantee a passing grade on the assignment (or in the course). Writing Center tutors will not attempt to predict the grade a student will receive; questions about grades must be directed to course instructors.

Appointment Policies:

1. The Writing Center is by appointment **only**. Walk-ins are not accepted. Appointments can be scheduled using WOnline (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 WOnline. 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 Writing and Learning Support Resources before having their account reactivated.
4. Students may use the Writing Center for up to 60 minutes per week per course. For each class in which a student is currently enrolled, the student may visit the Writing Center for a single 60-minute appointment or two 30-minute appointments each week. Please

bring only one paper/assignment to each appointment. Writing Center tutors reserve the right to work with a student on only a single assignment per appointment.

5. Students working on “take-home” tests/quizzes/exams/labs must have their instructor’s permission to work with a tutor. Instructors will be sent a copy of the appointment report for any appointment involving a test/quiz/exam/lab. Faculty members may indicate their approval of using tutoring services for take home tests/quizzes/exams/labs by contacting the Coordinator of Writing and Learning Support Resources.

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 Writing Center 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. Writing Center tutors are available to tutor Cedar Crest students only during their scheduled hours. Students in need of writing tutoring should schedule an appointment using WOnline. Please do not request that tutors provide services outside of their scheduled hours.
2. Students who visit the Writing Center 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 Writing and Learning Support Resources, or other Academic Services or Library staff members.
3. Students are expected to respect the privacy and integrity of the Writing Center 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 Writing Center, and are expected to uphold the Community Standards for Social Conduct (as outlined in the Student Handbook). Information about student visits to the Writing 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 sent to the Coordinator of the Writing Center and Tutoring Programs at susan.barnes@cedarcrest.edu.