

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, but not limited to, APA, MLA, and Chicago)
- Draft any part of a student's paper or assignment
- Write on or otherwise "markup" a student's paper or assignment
- Judge the quality of a student's work by guessing the grade it will receive
- Give students copies of their own notes or assignments from a course they have completed

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 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 Student Success Specialist. In the event of intentional violations, disciplinary action may be taken.
2. Students who attempt to persuade or coerce writing consultants to violate any of the above policies will be reported to the Student Success Specialist. In the event of intentional violations, disciplinary action may be taken.

Additional Policies:

1. Writing consultants are available to tutor Cedar Crest students only during their scheduled hours. Please do not request that consultants provide services outside of their scheduled hours.
2. Writing consultants are available for walk-in appointments as well as scheduled appointments. Scheduled appointments will take priority over walk-ins. To schedule an appointment with a writing consultant, students must use ThinkingStorm via Canvas.

3. Students are expected to be prepared for their tutoring session regardless of whether it is a walk-in appointment or a scheduled appointment.
4. Writing Consultants are available to tutor only during their scheduled hours.
5. Students who visit the Student Success Center for writing 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, or other Academic Services or Library staff members.
6. Students seeking writing 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 Director of Academic Services.
7. Students are expected to respect the privacy and integrity of the writing consultants 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.
8. Writing consultants 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).
9. Both students and writing consultants are expected to act in accordance with 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 Director of Academic Services.