

## USD Writing Center Policies

To all USD Writing Center Visitors,

We believe these policies promote effective services to the USD community. If you have questions or comments, please contact Margo Wilding at ext. 4144, F171A. We want your visits to the Writing Center to be productive and pleasant.

- Please bring all relevant materials to the Center, including texts, notes, drafts, paper, etc.
- Sessions begin and end on the hour, unless you choose to end early. Please do not ask your tutor to stay beyond the hour; tutors have other responsibilities, and we need the table space for the next tutee.
- If you are late, tutors have the responsibility to meet with walk-in tutees. If you arrive late and your tutor is working with someone else, you will be asked to reschedule.
- A tutor will meet with more than one tutee at a time only if all parties, including the tutor, agree in advance.
- Do not schedule back-to-back sessions. They are tiring, and you may end up feeling confused rather than enlightened. After your appointment, read and think about your work before returning to the Center.
- We are not an editing service. We do not edit, proofread, or write papers.
- Limit appointments to no more than three per week. Do not schedule a session more than three weeks in advance. No more than three appointments may be made in advance.
- Tutors do not give advice or opinion regarding the grade a paper will receive.
- Tutors may not work with take-home exams unless they are accompanied by specific permission for tutor assistance, in writing, from the professor.
- Tutors have the responsibility to alert students to writing that appears to be plagiarized. Discussion of appropriate citation methods, paraphrasing, and use of Internet sources may ensue. Tutors have the right to refuse to work with papers that appear to be deliberately plagiarized.
- Requests for specific tutors are honored, if possible, but are not guaranteed.
- Tutors will not sign and release session forms unless they determine that substantive work is completed during sessions. Session forms are not supplied for “Quick Question” tutor hours (see schedule on Writing Center door).
- Tutors have the right to politely refuse service to rude, disruptive, or aggressive persons.

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