

- **What we Expect from Students:**

- **Respect:** Treat your tutor with respect. If a student is disrespectful or unwilling to engage, the tutor may ask them to reschedule.
- **Collaboration:** In your Writing Center session, you will collaborate with your tutor to improve your paper.
- **Assignment Sheet:** An assignment sheet or prompt is required. If missing, include key details in the comment box (purpose, length, due date, citation style). Without this information, you may need to reschedule, or we'll proceed with a general review.
- **Prepared Mindset:** Come prepared with specific questions or topics to discuss to make the most of your 30-minute or 1-hour appointment. This helps ensure a productive session.

- **eTutoring Policies:**

- **Paper Submission:** Schedule your appointment on myWOnline and submit your assignment as a Microsoft Word (.doc or .docx) file, along with the assignment sheet for reference.
- **Resubmission Policy:** Please wait at least 24 hours after receiving feedback before resubmitting, ensuring each submission reflects updates based on prior feedback.

- **Appointment Limits:** Students may book up to 1 hour per day and 2 hours per week.

- **Same Assignment:** Appointments should be booked as either a single 30-minute session or a consecutive 1-hour session per day.
- **Different Assignments:** You may schedule two separate 30-minute appointments for different assignments within the same day.

- **Writing Needs:** Tutors are available for help with physical writing needs within the 2-hour weekly appointment limit. Although we avoid writing for students, we're ready to assist with writing challenges, provided that students first seek accommodations through [APSU Disability Services](#).

- **No-Show Policy:** Appointments will be marked as no-show and canceled if you arrive:

- 5 minutes late for a 30-minute appointment
- 10 minutes late for a 1-hour appointment

- **Missed Appointment Policy:** Students who miss more than three appointments without canceling in advance will be unable to book further appointments for the rest of the semester.

APSU Writing Center
Writing Center Policies

- **Sickness Policy:** If you're feeling sick, please take care of yourself and don't come to the Writing Center. To cancel last-minute due to illness, simply use our online scheduling system at apsu.mywconline.com.
- **Submission Limits:** Tutors typically review the first 2-3 pages of a submission during a 30-minute session. Please submit no more than six pages at a time and specify which pages you'd like reviewed. Graduate and doctoral students should indicate their program level and submit papers in smaller sections.
- **Reading Comprehension:** Our tutors focus on strategies to improve understanding of prompts and texts, but do not complete or summarize readings for students.
- **Objective:** Our goal is to help you improve your writing skills, not to guarantee a specific grade. Tutors will focus on addressing two or three types of mistakes per session rather than attempting to "fix" the entire paper.
- **Group Projects:** Indicate on your appointment form if you're working on a group project. Tutors can work with multiple group members, but each student must be registered in our system. We recommend booking simultaneous appointments with multiple tutors for the best feedback.
- **Proof of Attendance:** If you need proof of attendance, please specify the specific areas you would like to focus on such as "grammar" or "transitional sentences" and inform your tutor during the appointment. Be sure to confirm receipt of emailed feedback before leaving.