

## Writing Lab Policy (rev. Fall 2016)

**By signing up for Writing Lab services, students agree to the following terms:**

1. Students are responsible for their own work and for the work they submit in their classes.
2. All writing work brought to an appointment must be printed on paper for consultation. Students must bring their assignment criteria, notes, and draft. Work brought in on a laptop or emailed will not be accepted (contact [writing@algomau.ca](mailto:writing@algomau.ca) if you have a special requirement).
3. Students are limited to **one appointment per day** (1x30 mins. or 2x30 mins. for the week; alternately 1x45 mins.). Additional appointments will be made by the Instructor.
4. Appointments are limited to **6** appointments per student/term.
5. If you need to cancel an appointment, cancel on [booking.algomau.ca](http://booking.algomau.ca) at least 24 hours in advance. If you must cancel on the day of the appointment, please email the Lab at [writing@algomau.ca](mailto:writing@algomau.ca).
6. Students who are more than 10 minutes late to an appointment will lose the appointment. Drop-in appointments may be seen during unused or cancelled appointments on a first-come basis.
7. Failure to attend **2** scheduled appointments means the student will not be able to use the Writing Lab's services (at Instructor's discretion).
8. Rescheduling and requests should be directed to the Writing Lab Instructor at [writing@algomau.ca](mailto:writing@algomau.ca).
9. If a student is referred to the Lab by a Faculty member, a record of the appointment will be kept and forwarded to that Faculty member.
10. The Writing Lab Instructor will keep a record of each student's appointment visit, including the course, subject, and assignment being discussed, areas for improvement, and recommendations given. These records are for the sole purpose of student development and in tracking the total number of students by subject and year of study for statistical reporting.
11. The Writing Lab Instructor is not responsible for any unethical, non-academic behaviour such as plagiarism committed by the student, for marks that are awarded, or for coursework performance.
12. The Lab Instructor will follow a policy of non-interference with Faculty-Student relations regarding grades.