



ASBURY UNIVERSITY

CENTER FOR ACADEMIC EXCELLENCE

POLICY FOR TUTORING SERVICES

As a student in Asbury University Tutoring Services, I agree to do the following:

- ❖ To attend class regularly (tutoring is not in lieu of class attendance and participation)
- ❖ To attend all scheduled tutoring sessions
- ❖ To be on time for all tutoring sessions
- ❖ To wear a face mask at all times during an in-person session
- ❖ To notify my tutor at least **2 hours in advance** if I need to cancel
- ❖ To come prepared for tutoring (i.e. already have done HW and come with specific questions)

I understand the following:

Free tutoring is a privilege. If I misuse this, I will lose my privilege to receive free tutoring. If I need to cancel a session, I must contact my tutor at least **2 hours in advance**, or I will be documented as a *no-show*. The CAE office will email me after each no-show. **After the 3rd no-show, I will be suspended from tutoring services for the current semester and my WCONLINE account will be disabled.** If this occurs, I will need to meet with the CAE director, Dr. Merricks, to request reinstatement for the current semester

Asbury University Tutors agree to do the following:

- ❖ To attend all appointments or to notify the tutee at least 2 hours in advance if the session needs to be rescheduled
- ❖ To be on time and come prepared for sessions
- ❖ To not do homework or other assignments for the tutee
- ❖ To wear a face mask at all times during an in-person session
- ❖ To maintain confidentiality of tutee and to only discuss the tutee's progress with Tutoring Services personnel