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**Policy for Center for Academic Excellence (CAE) Services**

**As a student accessing CAE Services, I agree to do the following:**

* To attend class regularly (tutoring is not a substitute for attendance and participation)
* To attend all scheduled tutoring sessions
* To be on time for all tutoring sessions
* To always wear a face mask when the university is in Mask Mode during an in-person session
* To notify my tutor at least **24 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:**

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CAE services are available to all Asbury University students as part to of their enrollment. If I misuse this, I will no longer be able to schedule services. If I need to cancel a session, I must contact my tutor at least **24 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 CAE 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. Zonio, to request reinstatement for the current semester.

**Asbury University Peer Educators agree to do the following:**

* To attend all appointments or to notify the tutee at least 24 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 always wear a face mask when the university is in Mask Mode during an in-person session
* To maintain confidentiality of tutee and to only discuss the tutee’s progress with CAE Services personnel