



Tutoring Code of Conduct

Our office strives to provide high-quality tutoring services to the Regent community. In order to do so, tutoring participants must adhere to appropriate conduct outlined in the [Regent University Student Handbook](#) as well as the follow the Tutoring Code of Conduct.

By scheduling an appointment, students agree to...

- Recognize that tutoring is not teaching. Tutoring is not a substitute for interaction with professors or course attendance.
- Come prepared to appointments by bringing relevant materials (e.g., assignment instructions, writing drafts, homework questions, textbooks, etc.).
- Attend online or phone appointments in an environment free of distraction.
- Arrive on time. After 10 minutes, the tutor will mark the appointment as a no-show and may take other students waiting for walk-in/call-in assistance.
- Notify Tutoring Services at least 3 hours in advance regarding conflicts so that other students may use the appointment slot.
- Refrain from asking for non-tutoring services, such as editing or proofreading.
- Respect tutors according to the Respectful Communication policy in the Student Handbook.

Tutors will...

- Come prepared to appointments.
- Uphold the appointment purpose, policies, and practices of the University Writing Lab.
- Adhere to Academic Integrity policies outlined in the Student Handbook as well as ethical guidelines appropriate to Writing Lab best practices in higher education.
- Respect students according to the Respectful Communication policy in the Student Handbook.

Questions?

Contact the Writing Lab at writing@regent.edu or 757.352.4925.

Contact the Math Tutoring Lab at mathtutor@regent.edu or 757.352.4641.