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 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.