Academic Support Center's Code of Conduct

At Regent University's Academic Support Center, we strive to provide quality tutoring services to all Regent students, staff, and faculty. In order to do so, students are required to adhere to appropriate conduct outlined in the [Regent University Student Handbook](#) as well as the Academic Support Center's Code of Conduct.

By scheduling an appointment, students agree to…

- Arrive on time to appointments eager and expectant to learn OR notify the Center ahead of time regarding any scheduling conflicts.
- Understand that after 20 minutes into the appointment, the tutor will mark the appointment as a no-show and take walk-in/call-in appointments as needed.
- Come prepared to appointments by bringing relevant materials (e.g., assignment instructions, writing drafts, homework questions, textbooks, etc.).
- Recognize that tutoring is not teaching. Students cannot expect ASC tutors to be substitutes for professors or classroom attendance.
- Abide by the ASC's appointment policies and not ask for services outside of the Center's purview.
- Adhere by the ASC's office hours and leave 15 minutes before closing time.
- Respect tutors through courteous language and polite behavior during sessions. No rude language or disruptive behavior will be tolerated (e.g., expressions of anger, profanity, or vulgarity of any kind).

Tutors will…

- Come prepared to appointments by reading through relevant materials ahead of time (e.g., reading through writing drafts, organizing tutorial handouts, researching concepts or formatting rules, etc.).
- Uphold the ASC's appointment policies in order to serve as many students in an efficient manner.
- Respect students through courteous language and polite behavior during sessions. No rude language or disruptive behavior will be tolerated (e.g., expressions of anger, profanity, or vulgarity of any kind).