
CLAS TUTORING APPOINTMENT POLICIES

1. Tutees must arrive on time for each tutoring appointment session. If tutees arrive **10 minutes or more** after the scheduled start time, their appointment will be cancelled, and they must reschedule.
2. If a tutee must cancel an appointment, the tutee must do so **at least 24 hours' in advance** by calling the front desk at 617-573-8034.
3. Failing to attend an appointment without giving at least 24 hours' notice counts as a no-show. After tutees have **2 no-shows**, they may not schedule another appointment until they speak with a CLAS administrator.
4. Tutees must come to their appointments prepared (i.e. with syllabi, assignment sheets, notes, textbooks, etc.), and tutees must bring a **hard copy of any papers** on which they wish to work.
5. Tutoring appointments are strictly **30 minutes** or **60 minutes** long. Tutees may not schedule back-to-back appointments to create more than 60 total minutes of continuous tutoring time for the same subject.
6. Tutees may schedule **2 hours** of tutoring **per subject per week**, with a total limit of 6 hours per week. (Note: writing & English language tutoring each count as separate subjects.)
7. Tutees may not seek tutoring help for any assignment for which the instructor has forbidden assistance. Furthermore, tutees must obtain **written permission** from instructors to allow tutors to assist on any assignment labeled **“exam,” “test,” “quiz,” or “take-home.”** (This written permission may be indicated by the instructor on the assignment sheet, or it may be emailed to a CLAS administrator.)
8. Tutees are bound to the Academic Misconduct Policy as detailed in the CAS/SBS Student Handbook. Any student found in violation of this policy will be reported to the office of the Dean of Students who will investigate violations and take appropriate action.