

Student Tutoring Agreement- In-Person/Virtual Tutoring Appointments

Welcome to the Academic Success and Tutoring Center (ASTC). Before beginning, it is important that you understand the following guidelines that pertain to our service:

1. **I will log into the Zoom/or arrive at my meeting on time.** In the event that I do not appear 15 minutes after my scheduled appointment time, my appointment will be forfeited and classified as a “no show.”
2. **I acknowledge that two “no-shows” will result in loss of ASTC tutoring** for all courses for the remainder of the semester.
3. **In the event that I am unable to attend a tutoring appointment, I will cancel my appointment via Navigate at least 5 hours prior to the appointment start time.**
4. **I understand that if I have a weekly appointment, I am expected to attend every week.** The ASTC reserves the right to cancel remaining appointments for sessions that are cancelled on a frequent basis.
5. **I understand that either I or my tutor may discontinue the tutoring relationship at any time.** Efforts will be made to assign another tutor for the same course on the basis of availability.
6. **I will be prepared for my sessions and have** any resources I may need such as my textbooks, class notes, etc.
7. **I will diligently adhere to all academic integrity policies.** I will not request help with nor receive assistance on any examination, homework, take-home test, or other graded assignment for which I am not permitted to seek help from a tutor. ***I also recognize that it is my responsibility to obtain clarification from my instructor if I am uncertain with regard to policy or his/her expectations.*** Furthermore, I recognize that tutors have the discretion to refuse to assist me with any assignment if my tutor believes that such assistance may be a violation of academic integrity policies or expectations, even if I believe that help on the assignment would be permissible. I will uphold all ethical standards in accordance with the expectations of the ASTC and Stony Brook University’s policy on academic integrity:
http://www.stonybrook.edu/commcms/academic_integrity/index.html
8. **I understand that my virtual appointment on Zoom or in-person appointment may be recorded.** ASTC staff may review the session for tutor evaluation purposes.
9. **I will treat tutors, other students, and ASTC staff with courtesy and respect** at all times.
10. **I understand that my tutor is not an instructor** and that tutoring is not a substitute for attending class regularly. I also recognize that tutors are not academic advisors and I will seek assistance from an appropriate advisor to address any questions I may have related to course selection, academic requirements, majors, or academic standing concerns.
11. **Course-based tutoring: I acknowledge that tutoring is most effective when weekly appointments** are held and that I will not utilize tutoring services in an effort to “cram” for an exam or assignment.
12. **Course-based tutoring: I understand that my tutor may have taken the course with an instructor different from my own** and that peer tutors obtain recommendations from the faculty members who instructed the courses when they were enrolled. Therefore, the ASTC does not guarantee that the tutor is endorsed by the current course instructor. The way in which course material is presented may differ depending upon who the current instructor is and thus may affect my tutor's ability to assist me.
13. **I understand that I am solely responsible** for my own learning and academic performance.

By participating in ASTC services, you are agreeing to these terms.