
CLAS ONLINE TUTORING POLICIES

1. Tutees must arrive on time for their Zoom tutoring sessions. If tutees arrive **10 minutes or more** after the scheduled start time, their appointment will be canceled, and they must reschedule.
2. Tutees and tutors must have both their **audio and video** functions operating and be in a distraction-free environment that is professional & conducive to learning.
3. All tutee-tutor interactions must remain professional and respectful. Please conduct yourself as if you were in the CLAS office.
4. 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.
5. Failing to log in to 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.
6. Tutees should have electronic copies of any relevant materials (syllabi, assignment sheets, papers, textbooks, etc.) accessible for the session.
7. Online 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.
8. 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.) Exceptions to this policy may be made on a case-by-case basis; to request an exception, email clas@suffolk.edu.
9. 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 exam."** (This written permission may be indicated by the instructor on the assignment sheet, or it may be emailed to clas@suffolk.edu.)
10. 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.
11. Tutees must communicate with the CLAS administrators or the front desk regarding scheduling changes/lateness or to share materials with tutors. **Please do not reach out to tutors directly.**