

Policy Title	Tutoring Policy
Policy Holder	Learning Commons
Policy Approver(s)	Senior Team
Related Policies	Ch5-s5-03 Charter of Student’s Rights & Responsibilities Policy Ch5-s5-01 Academic Integrity Policy
Related Procedures	Ch5-s5-01 Academic Integrity Procedure
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2025-01-01
Next Review Date	2030-01-01

Purpose

The purpose of this policy is to guide the College Community on the appropriate use and application of tutoring services. The policy outlines the parameters for accessing tutoring services and ensures that all learners have access to qualified tutoring when they encounter difficulties in subjects they are registered for.

Scope

This policy applies to all Confederation College faculty, support staff, and students.

Definitions

This includes an explanation of terms and abbreviations used within the policy and procedure.

Word/Term

Definition

Peer Tutoring

Tutoring provided by a student currently enrolled within a program at Confederation College.

Professional Tutoring

Tutoring provided by a professor, graduate, or someone from outside the College, with the proper qualifications for that particular subject.

Tutor

The individual providing academic assistance to a current student requiring additional help.

Tutee

The student who is currently experiencing difficulty in one or more subjects in which they are registered.

Governing Laws and Regulations

Accessibility for Ontarians with Disabilities Act (AODA)

Policy Statements

Overview:

Tutoring services are part of the support services and aim to help students achieve academic success by identifying challenges, developing learning strategies, and gain insights into their own learning. Tutors are guides, not substitutes for classroom teaching, and their role is to empower students to manage their learning independently.

1. Goals of Tutoring:

- 1.1 Provide opportunities for academic success.
- 1.2 Ensure equitable and consistent treatment of all students.
- 1.3 Create a welcoming environment for active participation in the college community.

2. Tutoring Role:

- 2.1 Tutors are not a replacement for classroom instruction.
- 2.2 Tutors do not provide class notes or complete homework assignments.
- 2.3 Tutors guide tutees in developing strategies to independently manage tasks.

3. Tutee Role:

- 3.1 **Active Engagement:** Participate in discussions, ask questions, and apply strategies suggested by the tutor.
- 3.2 **Preparation:** Arrive at tutoring sessions with specific topics or materials needing assistance and complete classwork/readings in advance.
- 3.3 **Attendance and Punctuality:** Attend all scheduled sessions on time and notify the tutor or Tutoring Centre in advance if unable to attend.
- 3.4 **Adherence to Academic Integrity:** Use tutoring services ethically, avoiding any requests for tutors to complete assignments or tests.
- 3.5 **Self-Monitoring:** Track personal progress and communicate any need for changes in tutoring strategies. Inform the Tutoring Centre when tutoring is no longer required.
- 3.6 **Respect and Professionalism:** Treat tutors and staff with respect and maintain a professional attitude during all interactions.

Non-Compliance

Non-compliance may include, but is not limited to, misuse of tutoring services, falsification of information, failure to attend scheduled tutoring sessions, or breach of any responsibilities outlined for both tutors and tutees. Consequences of non-compliance may include suspension of tutoring privileges, reporting to academic departments for further action, or other corrective measures deemed appropriate by the Tutoring Centre or College administration.

Revision History

Version	Change	Author	Date of Change
2025-01-01	Separate into Policy & Procedure	Darcy McWhirter	2024-12-15