

General Tutoring Policies

Office of Learning Services

Tutoring

- Tutors are not instructors. Tutoring is supplemental to instruction. It does not take the place of attending classes.
- In compliance with the College Intellectual Integrity Policies, tutors are not permitted to assist with take-home exams, math-placement exams and homework.
- A courteous, respectful, and active learning environment must be maintained.
- Tutoring is ongoing questioning and discussion—not simply providing immediate answers.

Tutors

- Tutors cannot sign for verification of tutoring attendance by tutees. Verification can only be obtained by the Office of Learning Services staff, 174 Campus Center.
- Tutors have the right to terminate a tutoring session if these policies are not followed.
- Tutors must remember to swipe in and out.

Tutees

- Tutees should regularly attend class and try to meet with instructors to discuss course concerns prior to tutoring visits.
- Come prepared with appropriate syllabus, questions, notes, texts, and handouts.
- Arrive to your appointments on time; you might lose your appointment if you arrive late.
- Please remember to swipe-in and out to avoid a “No-Show”

Miscellaneous

- Eating is not permitted in any tutoring locations.
- Beverages are permitted, but trash must be discarded.
- At least 3 hours' notice is required, for tutors and tutees, to cancel an appointment; please contact the office at (315)-312-2571 or (315)-312-4234 or ols@oswego.edu to cancel.
- Excessive cancellations and/or no-shows may result in a fine or loss of tutoring privileges.
- Cell phones must be turned off and put away.