

COLES COLLEGE TUTORING CENTER

Policies and Expectations of Behavior

- ✓ Coles College leadership has the right to refuse service to any student or tutor who does not comply with the standards of professionalism set forth by the college or any of the policies or expectations of behavior listed below.
- ✓ Tutors are not permitted to share personal contact information (i.e. email address, phone number, etc.).
- ✓ Tutoring sessions will occur in the Tutoring Center or through the online portal while in the Tutoring Center. Tutors are not permitted to tutor students outside of the designated space.
- ✓ Tutors are not permitted to assist with graded assignments or share personal class materials with students in the Tutoring Center.
- ✓ Appointments are 30 minutes. Students may not book subsequent appointments. If after a 30-minute appointment a student still needs assistance, they may take the next available walk-in slot. The tutor will cancel back-to-back appointments if other students are waiting.

Tutoring is available only for the courses listed below

ACCT 2100, 2200, 3100 ECON 2100, 2200, 2300, 3300 FIN 3100
IS 2200, 3100 MGT 3200

Students who request that a tutor share graded materials will be reported for a violation of academic integrity policy.

The KSU Student Code of Conduct will be honored at all times. Any behavior that is not in line with these standards of conduct may result in dismissal from the Tutoring Center. The KSU Codes of Conduct are available at scai.kennesaw.edu/codes.php

