Academic Enhancement Center STEM & BUS Tutoring Policies

Small Group Tutoring (Weekly Tutoring Groups and Occasional Tutoring):

- All students in the group should be taking the same course with the same instructor.
- No graded exams or quizzes may be worked on during group times.
- Students may cancel their own sessions up to 24 hours in advance through their main page on TracCloud. If a student needs to cancel a session within 24 hours of the start time, they must contact the AEC at 401-874-2367 or aec@etal.uri.edu.
- Attendance will be taken by swiping in/out of each session. Students who accumulate more than two unexcused absences are subject to the loss of appointment privileges for the rest of the semester.
- Students must complete the Learning Agreements Form prior to their first tutoring session.
- NCAA student-athletes who will miss a group meeting due to competition travel should bring a travel letter to the tutor the week before they will be missing a session.
- Students are expected to attend class lectures regularly and bring any helpful course materials and/or content questions with them to tutoring.

Drop-In Center:

- Students are permitted to utilize the drop-in center as much as they would like while the center is open.
- Students must swipe in and out of each drop-in center visit (a kiosk is located in the center).
- No graded exams or quizzes may be worked on in the drop-in center.
- Students are welcome to borrow resources from the reception desk (ie. laptops, scientific calculators, microscopes) while working with a tutor. These resources can be borrowed for up to 3 hours and must not leave the AEC space at any time.

These policies and expectations apply to every student engaged in the tutoring process. The AEC staff reserve the right to revoke tutoring privileges at any time.

If at any time you have questions or concerns, you can contact the Academic Enhancement Center at 401-874-2367 or aec@etal.uri.edu. If you have any feedback you would like to share about your tutoring experience, please feel free to contact us personally.

Sincerely,

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