ACCOUNTING TUTORING LAB POLICIES

1. The tutors are available to help all accounting students who attend a tutoring session. Students will generally be served on a first-come, first-served basis. No student will be allowed to monopolize the time of a tutor for more than 20 minutes when other students are waiting. The tutor will move on to help other students after a student’s time is up. The tutor may come back to a student after the waiting students are served.

2. The tutoring lab is a study space where students get help with their accounting course work. Accordingly, students should refrain from talking aloud so as to distract other students from their work. Talking about non-course related subjects should respectively be done elsewhere. The tutor should request that students keep noise to a minimum. Students who are too loud or disruptive may be asked to leave the room.

3. If the number of solutions manuals are limited compared to the number of students, the tutor may limit the amount of time an individual student may use them. In this case, sharing among students may be encouraged.

4. Eating, drinking and similar activities are prohibited in the lab.

5. Enforcement of these policies is the responsibility of the tutor on duty who has reasonable discretion in their application.

6. Any student problems with the accounting tutoring lab should be referred to the Chair of the Accounting Department.

7. **Students are NOT permitted to take solutions manuals from the tutoring lab or make copies of the manuals.**

8. Students may use the manual only when the tutoring lab is open.