Disability Services
Tutoring Guidelines & Responsibilities

Students registered with Disability Services are eligible for Tutor support based on a diagnosis of a disability that includes a recommendation of tutor support. Tutor support may be facilitated by Disability Services, but students may also recruit a tutor on their own. The purpose of tutoring services is to provide one-to-one assistance to minimize a disability-related barrier that interferes with a student’s academic progress.

Tutors are expected to have professional expertise or a strong knowledge of the subject area. They may not be a family member.

Tutor Responsibilities

- Keep all student disability-related information in confidence.
- Encourage student independence and competence, as well as support the student to improve academic achievement.
- Assist students in reviewing course content and research related to course assignments.
- Help students overcome challenges by assisting them to organize and review notes, and physically access course material (e.g. on D2L).
- Tutors are not expected to provide additional instruction in course material and are not intended to replace Instructors or Disability Services.
- The tutor session is not intended to be step-by-step assistance for labs and assignments.
- Be aware of and support students in adhering to VIU's Student Academic Code of Conduct (https://www2.viu.ca/calendar/GeneralInformation/generalregulations.asp#codeofconduct).
- Tutor is responsible to declare income.

Student Responsibilities

- Adhere to VIU’s Student Academic Code of Conduct which specifically states students are responsible for independently producing work that is submitted under their name. Follow this link for the full policy: https://www2.viu.ca/calendar/GeneralInformation/generalregulations.asp#codeofconduct.
- While tutors may assist in clarifying course assignments, the tutoring session is not intended to be step-by-step assistance for coursework.
- Come to the tutor session prepared with questions.
- Identify the areas you are having difficulty with.
- Bring any equipment you may require, e.g., textbook, calculator.
- Ask questions when you don’t understand material.
- Do your readings before you attend the tutoring session.
- Stay on topic during the session.
- Submit signed Service Provider Receipt form to either the Ministry or Disability Services before next semester to continue funding for service.

Communication:

- Tutor and student contact information should be exchanged.
- The tutor and student should arrange suitable meeting times and places on campus.
- Tutor and student must be notified 24 hours or as soon as possible, in advance, if a session must be canceled.
- Determine pay schedule for your tutor.
- Service feedback and evaluation should be directed to Disability Services.