



April 27, 2016

TO: THE DISTRICT BOARD OF TRUSTEES
OF VALENCIA COLLEGE

FROM: SANFORD C. SHUGART
President

RE: TUTORING – 6Hx28: 3E-05.5

The proposed amendments to the Tutoring policy are intended to promote compliance with all applicable laws and other college policies, including without limitation those pertaining to ethics and conflicts of interest.

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College approve the proposed amendments to the “Tutoring” policy as presented.

A handwritten signature in black ink that reads "Sanford C. Shugart". The signature is written in a cursive style.

President

POLICY: 6Hx28:3E-05.5



Responsible Official:
Vice President, Organizational
Development and Human Resources

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.

Effective Date: XX-XX-2016

Tutoring

Policy Statement:

Valencia College provides on-campus and online tutoring services to meet the academic support needs of currently enrolled Valencia students. Students in need of or those requesting tutoring services should be referred by Valencia faculty, tutors, and other staff only to official Valencia academic support services such as the math lab, writing center, and learning support center. A Valencia employee shall not receive compensation for tutoring, tutoring referrals and or remedial services while the student is currently enrolled in his/her course and/or receiving services directly from the employee through the college.

Professors may provide fee-based private lessons for Valencia students currently enrolled in fine and/or performing arts programs or courses, with the specific written consent of the dean.

Valencia faculty members, tutors, and other staff who may be affiliated with third party tutoring companies or those who may also be self-employed in the tutoring business may not directly solicit or refer any Valencia students for classes in which they are currently enrolled where the solicitor/referral source would receive a direct or indirect financial benefit for paid tutoring services, nor meet with students on or off campus, or online, for such paid tutoring engagements.

Procedures:

Tutoring Referral Form

<http://valenciacollege.edu/learning-support/tutoring/>

Related Documents/Policies:

None

Policy**History:**

Adopted 12-11-74; Amended 1-19-83; Formerly 6Hx28:8-14; Amended 11-18-92; Amended XX-XX-2016; Formerly 6Hx28:08-09