

ATHLETICS TUTOR HANDBOOK

West Virginia University



Coliseum Academic Performance Center

&

Reynolds Family Academic

Support Center for Student-Athletes

Revised June 2023



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Welcome and Introduction

To All Tutors, Welcome to Our Staff!

We as a staff in the Student-Athlete Academic Services Office are excited to have you as a member of our team. This handbook has been developed by Student-Athlete Academic Services to familiarize you with the important facets of a successful tutoring program. You are going to be a part of a tradition built on hard work, dedication, integrity, and a continuous strive for excellence. The Coliseum Academic Performance Center (CAPC) and the Reynolds Family Academic Support Center (RFASC) for Student-Athletes provide a full range of services for student-athletes. Overall, the center's primary aim is to help student-athletes participating in a demanding NCAA Division I intercollegiate athletic program and take in the culture of lifelong learning by taking ownership of their collegiate education.

The mission of Student-Athlete Academic Services is to empower student-athletes to achieve excellence in the classroom, in athletic competition, in the community, and in life. We provide an inclusive and positive learning environment with the resources necessary for academic and personal growth. We promote the holistic development of transferable life skills and prepare student-athletes for a lifetime of learning.

Tutoring provides student-athletes with the assistance and encouragement needed to help them excel academically while nurturing the qualities of lifelong learning. Our tutors help their tutees clarify concepts, theories, or phenomenon's which they have encountered in class. This is achieved by engaging in interactive discourse, where the tutor facilitates and promotes the tutee to analyze and review information pertaining to a topic or course as a whole.

Student-athletes are under a great deal of pressure to perform academically and athletically; earning a degree from WVU while participating in Division I Intercollegiate Athletics is a tremendous commitment. As a tutor, it is important to understand the realities and myths about student-athletes. Student-athletes come to WVU for the same reasons as other students; they want a quality education from an institution with an outstanding reputation for academic excellence.

This handbook will outline expectations, policies, and procedures that must be adhered to at all times. Please remember that the staff at the Coliseum Academic Performance Center (CAPC) and the Reynolds Family Academic Support Center (RFASC) are available to assist you and answer any questions pertaining to the rules, expectations, and standards that govern our operations as an academic unit.

Thank you for what you will do for our program.

Let's Go Mountaineers!



SAAS Directory, Tutoring Locations and Hours of Operation

To help our student-athletes perform their duties effectively, the staff of the academic centers are committed to partnering with every tutor to realize the overwhelming mission and goals of the academic unit. To this end, it is expected that all tutors will observe the appropriate chain of command in channeling any questions and concerns.

Additionally, you are strongly encouraged to maintain contact with your tutee's respective student counselors. In the event you have a concern which is not addressed by your tutee's counselor Please feel free to contact your tutor coordinator by calling or texting their work cell number (304-288-7813) or via email at brett.rattan@mail.wvu.edu.

Please note, it is never appropriate to contact the student-athlete's instructor/TA, coach, or any other faculty/staff member regarding the student-athlete. If you have any concerns, please see the tutee's counselor or the tutor coordinator.



Brittney O'Dell
Senior Associate Athletics
Director



Tracy Keller
Assistant Athletics Director/
Tutor Coordinator
Volleyball & Golf



Zach Seger
Associate Director
Football



Sandy Cole-DeMent
Assistant Director
Track & Field, Cross Country,
& Women's Soccer



Lucy Mariani
Assistant Director
Men's Basketball,
Gymnastics, & Men's Soccer



Brett Rattan
Academic Counselor/Tutor
Coordinator
Football



Jeremy Lannon
Academic Counselor
Rowing, Tennis, & Rifle



Bree Porter
Academic Counselor
Women's Basketball &
Baseball



Regan Braun
Academic Counselor
M & W Swimming/Diving &
Men's Wrestling



Student-Athlete Academic Service Staff

(Please contact the advisor on call AND assigned advisor for the specific student-athlete when they are 5 minutes late to a session.)

Brittney O'Dell

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Brett Rattan

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Bree Porter

Academic Counselor,
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Remington Reece

Graduate Assistant
Student-Athlete Academic Services
Remington.reece@mail.wvu.edu



Tutoring Locations and Hours of Operation

*****For the Fall 2023 semester we are back to 100% in-person tutoring. For emergency's only or approved by Tutor Coordinator & Student Athlete's Academic Counselor, online tutoring sessions they will occur via WVU Zoom*****

Coliseum Academic Performance Center

Monday:	8:00am to 8:00pm
Tuesday:	8:00am to 8:00pm
Wednesday:	8:00am to 8:00pm
Thursday:	8:00am to 8:00pm
Friday:	8:00am to 5:00pm
Sunday:	5:00pm to 8:00pm

Reynolds Family Academic Center

Monday:	8:30am to 7:00pm
Tuesday:	8:30am to 7:00pm
Wednesday:	8:30am to 7:00pm
Thursday:	8:30am to 7:00pm
Friday:	8:30am to 5:00pm



Tutor Job Description and Qualifications

Description:

Our tutoring program utilizes a “peer tutor” model in which the student-athlete is assigned a qualified tutor of similar status (e.g., undergraduate or graduate student) who has taken and demonstrated proficiency in the course material.

Responsibilities:

- Attend all scheduled tutoring sessions prepared and ready to work.
- Communicate effectively with students about concepts and theories being discussed.
- Display a high level of knowledge in the area being tutored.
- Complete all tutor reports in a timely manner (**12 hours after the scheduled tutoring session**) and if there is a problem submitting the reports, please contact the tutor coordinator immediately.
- Comply and abide with all polices contained in this tutor handbook but also with WVU and NCAA rules and regulations.
- Collaborate and communicate with the Office of Student-Athlete Development Staff to ensure success of the student-athletes.
- Attend all mandatory tutor trainings and workshops before you can be scheduled
- Must work through finals week

Qualifications:

- Academic Class Standing: Late college sophomore or higher (completed at least 30 credits).
- A cumulative GPA of 3.0 or higher. If you are a sophomore, it is a 3.25 cumulative GPA.
- Have successfully completed the course for which tutoring services are being provided or a higher-level course in that subject area with a grade of A or B.
- Availability to work weekdays, evenings, and weekends (Sunday) for individual tutoring.
- Ability to effectively explain concepts in multiple ways.
- Effectively communicate study strategies to ensure academic success.
- Pay close attention to detail.
- Work comfortably with people from diverse backgrounds.
- Possess good organizational skills and complete paperwork in a timely manner.
- Exhibit patience and positive attitudes.
- Effective verbal and written communication skills.

** Please note, if you are currently an instructor/TA for a course(s) at WVU, you may not tutor student-athletes enrolled in your class. These students should be encouraged to see you during your regular office hours, and we can assign them to an alternative qualified tutor. **



Maximum Hours Stipulation

Undergraduate Students: Per university policy, you can only work a total of 28 hours maximum a week between all University work assignments. This means that all work obligations which you have on campus must amount to 28 hours per week. If you fail to adhere to the rule, the university's Human Resources Division will terminate your appointment due to non-compliance.

Graduate Students: Any graduate student who has an assistantship position within the University can only work a total of 100 hours per semester if they are not international students. This results to no more than 6 hours a week. All other graduate students may work a maximum of 28 hours.

International Students: Any undergraduate or graduate students without an assistantship can work a total of 28 hours a week between all campus jobs. Failure to not stay within the guidelines will result in termination due to non-compliance.

Pay Scale

The following table outlines the pay scales for services rendered:

Tutoring	\$12.50 an hour
Graduate Tutors	\$12.50 an hour
No Shows/Late Cancellations	\$12.50 an hour

It is imperative to note that tutoring sessions are set up on an as needed basis. This means that the tutor coordinator cannot assure a tutor a set number of hours as assignments are contingent on student requests. In addition, your tutor assignments may be altered as a result of a change in student-athlete schedules, dropped classes, or even athletic competition demands.



Tutor Expectations

Tutoring is an employment opportunity that requires a specific set of standards and expectations that must be upheld. Although tutoring is a flexible, hourly position, it should be taken seriously, and tutors are expected to conduct themselves in an ethical and professional manner. Tutors should aim to use all allotted time in tutoring or facilitating student understanding of content.

It is our fervent desire that tutoring within the Coliseum and Reynolds Centers are conducted using best practices in the field while keeping to the letter of NCAA regulations. In view of this, we hold mandatory meetings and training sessions on days mutually agreed on by the staff and tutors who work for our center in a bid to accommodate your schedules. If all times offered for a scheduled meeting conflicts with your course schedule, other arrangements must be made with the tutor coordinator; otherwise, it could impact your ability to receive tutor assignments.

It is your responsibility to fully understand your role; there are specific standards and expectations for all tutors listed below. This list, however, is not exhaustive and it is equally important that you fully understand applicable policies, procedures, and abide accordingly to all information contained in this manual. Please refer to the list below.

- Read and understand the *Tutor Handbook*.
- As a tutor, you are expected to maintain a strictly professional relationship with WVU student-athletes. Romantic and/or personal relationships beyond your role as a tutor are prohibited and will result in termination of your position. If a tutor recognizes a problem within the tutoring relationship or a need for assistance, the plan of action should always be to inform the tutor coordinator as soon as possible.
- Acknowledge your understanding and agreement to follow all policies/procedures and commit to the code of ethics.
- Maintain confidentiality and respect the privacy of the student-athletes at all times. Be sure to avoid gossiping or talking about student-athletes to other students, faculty, media, family, or the general public.
- Do not email, text, call or direct message any student-athletes. If the student-athlete is your tutee, send all correspondence pertaining to tutoring to the tutee's counselor or to the tutor coordinator.
- Tutoring can only occur at two designated tutoring centers: The Coliseum Academic Performance Center or the Reynolds Family Academic Center. Tutorial sessions may not take place in a private residence or any other location such as dorm rooms, apartments, libraries, locker rooms, coffee shops, etc.
- Casual dress is acceptable; however, please remember you are working in a professional setting and you are a representative of our academic centers and WVU Athletics. You are required to wear the supplied WVU polo or t-shirt given to you at the beginning of the school year to all sessions. Any attire that has the potential to distract or dumb down the professional atmosphere is deemed inappropriate and unacceptable.
- Sitting up right, in appropriate clothing on the virtual sessions as well.
- Be on time for all scheduled hours and appointments. The tutor is expected to keep scheduled appointments, barring any unforeseen circumstances (illness, injury, emergencies, etc.), in which case, you must notify the tutor coordinator with as much advance notice as possible.



- Complete all tutor reports at the end of each session or at the end of the day if you have multiple sessions. Reports must be completed within 12 hours of the session.
- Never carry out any form of academic misrepresentation including, but not limited to: typing a paper for a student-athlete, doing research of any kind, and completing or providing answers to assignments, quizzes or tests.
- Never be present when a student-athlete is taking an online quiz or exam.
- Never loan or purchase items for student-athletes (e.g., money, meals, car, computers, etc.). To do so could constitute a violation of NCAA regulations.
- Do not contact the student-athletes instructors/TA's, coach, or any other faculty or staff member on the student-athlete's behalf.
- If you choose to help the student-athlete find a Quizlet to study, it must be a public Quizlet that anyone can find or use.
- Strive to be a scholar in good academic standing in the academic community and abide by and uphold the rules and regulations of student conduct and ethical academic behavior.
- Adequately prepare for tutor sessions to ensure your tutee's academic development.
- Tutors are expected to commit to their tutees throughout the entire semester, including finals week.
- If you can no longer continue to tutor, please discuss this with the tutor coordinator at least two (2) weeks prior to leaving employment.
- Attend all mandatory meetings and training sessions.
- Serve as a representative of the Coliseum Academic Performance Center and the Reynolds Family Academic Support Center and abide by the philosophy, policies and procedures of the centers at all times.
- Keep the tutor coordinator informed and report any problems or concerns via email (brett.rattan@mail.wvu.edu)



NCAA Rules and Regulations

As a tutor here with CAPC and RFASC centers, you are deemed an employee of the athletic department as well as West Virginia University. You are responsible of upholding all rules, policies and regulations by West Virginia University and the NCAA. Accordingly, you are responsible for acting in compliance with all the rules set forth by the NCAA. It must be stated emphatically that your failure to familiarize yourself with the NCAA rules could lead to a rule violation that can have direct consequences not only for the student-athlete but also for you as a student. To assist you in acting in compliance with the rules, below are a core set of regulations that are verbatim from the NCAA manual that define the confines of our operations in terms of tutoring. The list is designed to provide you with some guidance but always ask if you have any questions about NCAA permissible activity. Listed below are the NCAA rules that you should familiarize yourself with as a tutor:

NCAA Bylaw 10.1 Unethical Conduct

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work (Revised: 1/10/90, 1/9/96, 2/22/01, 8/4/05, 4/27/06, 1/8/07, 5/9/07, 10/23/07, 5/6/08, 1/16/10, 10/5/10, 4/28/16 effective 8/1/16)

NCAA Bylaw 10.3 Sports Wagering Activities

The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition: (Adopted 4/26/07 effective 8/1/07)

- Staff members of an institution's athletics department;
- Nonathletic department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);
- Staff members of a conference office; and
- Student-athletes

NCAA Bylaw 14.02.1 Academic Misconduct- Post Enrollment

All institutional staff members and student-athletes are expected to act with honesty and integrity in all academic matters. Post-enrollment academic misconduct includes any violation or breach of an institutional policy regarding academic honesty or integrity (e.g., academic offense, academic honor code violation, plagiarism, academic fraud). (Adopted: 4/28/16 effective 8/1/16)



NCAA Bylaw 14.02.10 Impermissible Academic Assistance-Institutional Staff Member or Representative of Athletics Interests

Impermissible academic assistance by a current or former institutional staff member or a representative of an institution's athletics interests includes, but is not limited to, the provision or arrangement of: (Adopted 4/28/16 effective 8/1/16)

- Substantial assistance that is not generally available to an institution's students and is not otherwise expressly authorized by Bylaw 16.3, which results in the certification of a student-athlete's eligibility to participate in intercollegiate athletics, receive financial aid, or earn Academic Progress Rate point; or
- An academic exception that results in a grade change, academic credit or fulfillment of a graduation requirement when such an exception is not generally available to the institution's students and the exception results in the certification of student-athlete's eligibility to participate in intercollegiate athletics, receive financial aid, or earn an Academic Progress Rate point.

NCAA Bylaw 14.9.2 Post-Enrollment Academic Misconduct

14.9.2.1 Student-Athlete. A student-athlete shall not be involved in: (Adopted 4/28/16 effective 8/1/16)

- Academic misconduct involving a current or former institutional staff member or representative of athletics interests;
- Academic misconduct, without the involvement of a current or former institutional staff member or representative of athletics interests, that result in:
 - An erroneous declaration of eligibility to participate in intercollegiate athletics and the student-athlete subsequently competes for the institution while ineligible;
 - An erroneous declaration of eligibility to receive financial aid and the student-athlete subsequently receives financial aid while ineligible; or
 - The erroneous awarding of an Academic Progress Rate point; or
- Academic misconduct involving the alteration or falsification of a student-athlete's transcript or academic record

14.9.2.2 Institutional Staff Member or Representative of Athletics Interests. A current or former institutional staff member or a representative of an institution's athletics interests shall not be involved (with or without knowledge of the student-athlete) in: (Adopted 4/28/16 effective 8/1/16)

- Academic misconduct related to a student-athlete; or
- The alteration or falsification of a student-athlete's transcript or academic record.

14.9.2.3 Impermissible Academic Assistance- Institutional Staff Member or Representative of Athletics Interests. A current or former institutional staff member or a representative of an institution's athletics interests shall not provide impermissible academic assistance to a student-athlete (see Bylaw 14.02.10). (Adopted: 4/28/16 effective 8/1/16)

14.9.2.3.1 Application. If an institution determines, pursuant to its policies and procedures, that academic misconduct has occurred, a violation of Bylaw 14.9.2.3 shall not be cited by the institution or through an enforcement investigation. If an institution determines, pursuant to its policies and procedures, that academic misconduct has not occurred, the conduct in question may still constitute a violation of Bylaw 14.9.2.3. (Adopted 4/28/16 effective 8/1/16)



NCAA Bylaw 16.02.3 Extra Benefit

An extra benefit is any special arrangement by an institutional employee or representative of the institution's athletics interests to provide a student-athlete or the student-athlete family member or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their family members or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their family members or friends or to a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability. (Revised: 1/10/91, 1/19/13 effective 8/1/13, 8/7/14)

NCAA Bylaw 16.3.1.1 Academic Counseling/ Support Services

Member institutions shall make general academic counseling and tutoring services available to all student-athletes. Such counseling and tutoring services may be provided by the department of athletics or the institution's nonathletic student support services. In addition, an institution, conference or the NCAA may finance other academic support, career counseling or personal development services that support the success of student-athletes. (Adopted: 1/10/91 effective 8/1/91, Revised: 4/25/02 effective 8/1/02, 5/9/06, 1/19/13 effective 8/1/13, 8/7/14)

NCAA Bylaw 16.11 Benefits, Gifts and Services

16.11.2.1 General Rule. The student-athlete shall not receive any extra benefits. The term "extra benefit" refers to any special arrangement by an institutional employee or representative of the institution's athletics interests to provide the student-athlete or his or her family members or friends with a benefit not expressly authorized by NCAA legislation. Revised: 1/19/13 effective 8/1/13, 8/7/14)

16.11.2.2 Other Prohibited Benefits. An institutional employee or representative of the institution's athletics interests may not provide a student-athlete with an extra benefits or services, including, but not limited to: (Revised 8/7/14)

- A loan of money;
- A guarantee of bond;
- An automobile or the use of an automobile;
- Transportation (e.g., a ride home with a coach), except as permitted in Bylaw 16.9.1, even if the student-athlete reimburses the institution or the staff member for the appropriate amount of the gas or the expense; or
- Signing or co-signing a note with an outside agency to arrange a loan.

Also, please note, your tutee may not offer you complimentary admission to any sporting activity. Therefore, under no circumstances should you give money and/or any item of value to a student-athlete for a complimentary ticket.

If you have any questions regarding the NCAA legislation outlines above, please make sure to discuss them with the tutor coordinator before doing anything.

For more information about the NCAA, please visit <http://www.ncaa.org>.



Code of Ethics

At no time should a tutor become involved in unethical conduct. When you tutor or mentor, unethical conduct may include, but is not limited to, the following:

- Academic integrity issues
- Disclosure of confidential information
- Providing extra benefits
- Any situations that make you feel uncomfortable about something you have been asked to do

Additionally, the Department of Athletics Compliance office is a resource for questions about NCAA rules and regulations. Detailed below are policies pertaining to the Code of Ethics that all tutors must familiarize themselves with:

- **Best Interest:** Tutors will be committed to acting in the best interest of the tutees as specified by the employing organization or institute.
- **Integrity:** Tutors will practice and promote accuracy, honesty, and truthfulness.
- **Fairness:** Tutors will exercise reasonable judgment and take precautions to ensure that their potential biases, the boundaries of their competence, and the limitations of their expertise do not lead to or condone unjust practices.
- **Commitment:** Tutors will fulfill commitments made to learners.
- **Respect for other's rights and dignity:** Tutors will respect the dignity and worth of all people, and the rights of individuals to privacy, confidentiality and self-determination.
- **Excellence:** Tutors will strive to maintain excellence by continuing to improve their tutoring skills and engage in applicable professional development activities.
- **Respect for individual differences:** Tutors will respect cultural, individual, and role differences. Including those based on age, sex, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language and socioeconomic status.
- **Confidentiality:** Tutors will maintain the highest privacy standards in terms of protecting personal information relative to those whom they tutor.
- **Professionalism:** Tutors will not engage in inappropriate relations with tutees. As a tutor for the Coliseum Academic Performance Center and the Reynolds Family Academic Support Center, professionalism is paramount meaning you must adhere to the standards and expectations set forth in this code of ethics as well as the Office of Student-Athlete Development, NCAA, and West Virginia University policies and procedures.



In the spirit of professionalism and the maintenance of a healthy work ethics, all tutors who work within our Coliseum Academic Performance Center and Reynolds Family Academic Support Center will have to abide by the additional code of ethics:

Confidentiality

Tutors must remember that they are being paid for their tutoring services, and as professionals, certain obligations follow. Tutors must sign a statement agreeing to maintain confidentiality, with the understanding that any information about a student-athlete obtained while on the job is protected by FERPA (the Family Educational Right to Privacy Act; also known as the Buckley Amendment) during your period of employment with CAPC and RFASC Athletic Academic Centers. This also applies once your employment has ended with West Virginia Athletics. Tutors must refrain from sharing information about student-athletes with people outside the CAPC and RFASC Academic Centers. Such pertinent information includes, but not limited to, the following:

- Results for NCAA Drug Tests;
- Academic transcripts from an institution including WVU;
- Pre-college test scores;
- Information relating to eligibility of nonstandard testing (e.g., learning disabilities);
- Records concerning financial aid;
- Any papers or information pertaining to his/her NCAA eligibility.

A tutor should never contact a professor, teaching assistant, or graduate assistant on the student-athlete's behalf. If you believe a professor should be contacted, please meet with the appropriate counselor or the tutor coordinator to share your concern.

Fraternization

Tutors are expected to maintain a professional relationship with not only their tutees but also any West Virginia University student-athlete. Any tutor who chooses to have a non-professional relationship with a student-athlete will not be allowed to continue working with the Student-Athlete Development Department.

****ABSOLUTLY NO COMMUNICATION OUTSIDE THE SESSION OR GOBOARD SESSION****



Policies and Procedures

Tutoring sessions that will be held over GoBoard. You are expected to log in at the session time. Upon completion of the tutorial sessions, you may sign out of the GoBoard meeting.

Tutoring Assignment Process

If a student-athlete or his or her counselor makes a tutor request, the tutor coordinator will determine the level of need, and the appropriate tutor will be identified and assigned via **SSC/ Navigate (Student Success Collaborative)**.

Duration of Tutoring Sessions

All tutoring sessions are set for an hour with no exceptions. If a tutee needs extra help beyond an hour, another session for the same length of time must be arranged in consultation with the tutee's counselor and the tutor coordinator. If you would like to end your session early, please ask a full-time staff member on duty.

Tutor Credentials

Tutors are required to always wear their tutor credential while in the Coliseum Academic Performance Center and the Reynolds Family Academic Support Center.

Appointment Cancellations

Appointment cancellations by the tutees must be initiated by the student-athletes counselor and notifications will be sent within **five hours** of the appointment or the tutor will be awarded a full hour of pay credit.

Tutors must notify the tutor coordinator or their tutee's counselor in the event of a cancellation. The notification email also must include or be followed by another email detailing make up times for the appointment. If the notification is sent under **twenty-four hours** of the appointment, it will be deemed a late cancellation. The tutor coordinator will be tracking late cancellations by the tutors, and if it becomes persistent the tutor can either be suspended or terminated.

Drop-in tutors must provide a one week notice in the event of a cancellation due to academic events based around the intended major of the tutor.

No Shows

Tutors must file a "No Show Report" if a tutee fails to show during the stipulated time of the meeting. The tutor is expected to stay for the duration of the meeting even if the tutee is absent. The tutor can use the period to prepare for a subsequent session or be called on to run a walk-in session within the stipulated time.

The tutor coordinator will be keeping track if a tutor fails to show for a scheduled appointment. After three (3) "no shows" by a tutor, they will be terminated from their position.

Tutor Reports

Every tutor who meets with a tutee must file a tutor report after the session ends. Reports are to be turned within 12 hours of the session's completion. In the event of a technical hitch, the student's counselor must be informed via email of the session details. Please see the appendices packet for examples of how proper tutor reports should look when submitted.



CPAC and RFASC Policies on Online and Onsite Exams and Graded Assignments

The NCAA (National Collegiate Athletic Association) is very particular about the kinds of help that tutors can extend to students. The assistance of student-athletes ends with explaining concepts, theories or fostering effective study habits. The goal of a tutoring session is to equip the tutee with effective ways of tackling, solving or comprehending course materials. Any help extended to a tutee will have to be given prior to him or her taking the exam or quiz. Tutors should never be present when tutees are taking exams. If a tutee tells a tutor that his or her professors or instructors indicated that they can work with a peer on an assignment, please contact the tutor coordinator or the tutee's counselor to verify if helping the student will trigger a violation of academic integrity policies. **If it is ever reported that a tutor is present when a student-athlete is taking an online quiz or exam, the tutor will be terminated.** Additionally, tutors must immediately report any concerns or potential violations of academic integrity by other student-athletes or tutors to the tutor coordinator.

Course Interpretation

At the beginning of each semester, a list will be emailed out to all current tutors containing the most up-to-date courses that have been confirmed by professors/departments on the policy of tutors and tutees working on homework assignments, quizzes, papers, etc. in sessions. If a course you are tutoring is not on the list then you cannot do more than explaining concepts, theories, and reviewing practice problems with the tutees. If there is a course that you need clarification on, please contact the tutor coordinator with the course title, course number and section number, and instructor's name. The tutor coordinator will then obtain the policies for working on homework during tutoring sessions from that particular professor or department.



West Virginia University Academic Integrity Policy

The mission and vision of the Coliseum Academic Performance Center fall in line with the guidelines, mission, and policies set forth by West Virginia University regarding academics. The preamble of West Virginia University's Academic Standards Document stipulates that, "Students of West Virginia are citizens of a broader academic community. As such, the University expects that every member of its academic community shares its historic and traditional commitment to honesty, integrity, and search for truth. To meet these standards, academic dishonesty will not be tolerated."

The following paragraph is the university's stance verbatim as it relates to Academic Dishonesty:

Students are expected to adhere to the academic standards set forth by West Virginia University, and to avoid academic dishonesty in all its forms. West Virginia University defines academic dishonesty as follows:

1. Plagiarism means the theft or unauthorized use of work, typically created by another. It includes but is not limited to:
 - a. the use of another's words, ideas, or media – whether published or unpublished, partial or complete, by paraphrase or direct quotation – without complete and accurate acknowledgement;
 - b. the unacknowledged use of materials prepared by another individual, including an individual engaged in the selling of term papers or other academic materials; or
 - c. repeated submission of one's own work, specifically submission of the same material in multiple courses or iterations of a course, without the instructor's express permission.
2. Cheating means reliance on unauthorized resources, in connection with examinations or academic assignments. It includes but is not limited to:
 - a. collaboration with peers beyond that authorized by the instructor in the completion of an examination or academic assignment;
 - b. cheating on an examination or academic assignment, by either (i) utilizing unauthorized physical or technological resources (e.g., cheat sheets, online resources), or (ii) receiving unauthorized personal assistance (e.g., copying from another student); or
 - c. the acquisition or use, without permission, of examinations or other academic material belonging to a member of the University faculty or staff.
3. Fabrication or Falsification means acts of misrepresentation, forgery, or fraud as they relate to academic or educational matters. It includes but is not limited to:
 - a. fabricating or falsifying citations, data, or other records;
 - b. wrongfully fabricating or falsifying attendance or participation records for a University course or in an experiential or clinical setting;
 - c. wrongfully fabricating or altering an educational record (e.g., admission, grade, or attendance record) after it has been created;
 - d. use of University documents or instruments of identification for fraudulent purposes (e.g., impersonation of another student); or
 - e. knowingly furnishing false statements in any University academic proceeding.



4. Other Prohibited Academic Conduct means:
 - a. engaging in behavior specifically prohibited by a faculty member in the course syllabus; or
 - b. violating other departmental, college, or university academic standards, and/or legal or professional standards.

5. Facilitation means:
 - a. providing unauthorized materials or personal assistance to another student when such assistance allows them to commit academic dishonesty; or
 - b. compelling someone else to commit academic dishonesty on one's behalf.

If you have any questions or would like to view West Virginia University's Academic Standards website, please visit: <http://catalog.wvu.edu/undergraduate/coursecreditstermsclassification/>



West Virginia University Discrimination, Harassment and Sexual Harassment Policy

Below, verbatim, is West Virginia University's Board of Governors Policy regarding sexual harassment (BOG Governance Rule 1.6, Section 3 on Prohibited Conduct). This policy can also be found at: <https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-6-rule>

3.1 Defined Prohibited Conduct.

- 3.1.1 The University prohibits Discrimination, Harassment (which also includes Sexual Harassment), Sexual Misconduct, Domestic Misconduct, Stalking, and Retaliation as defined below (collectively referred to as "Prohibited Conduct") by or against any Member of the University Community.

3.2 Discrimination.

- 3.2.1 "Discrimination" is conduct that is based upon an individual's race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression and excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a University program or activity.
- 3.2.2 This includes failure and refusal to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities. It does not, however, include programs or activities specifically exempt by law. See, e.g., 20 U.S.C. § 1681(a) (2017).

3.3 Harassment.

- 3.3.1 "Harassment" is conduct that creates a Hostile Environment, as defined below, and is based upon an individual's race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression.
- 3.3.2 Harassment may take various forms, including, but not limited to, name-calling, graphic or written statements (including the use of social media, text messages, e-mail, or other similar forms), or other conduct that may be physically threatening, harmful, or humiliating.
- 3.3.3 Harassment does not necessarily have to include intent to harm, be directed at a specific target, or involve repeated incidents.
- 3.3.4 Harassment also includes Sexual Harassment, which is defined below.

3.4 Sexual Harassment.

- 3.4.1 "Sexual Harassment (Quid Pro Quo)" means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature on or off campus that is sufficiently severe or pervasive when (i) submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic performance or participation in University programs or activities; or (ii) submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement.
- 3.4.2 In determining whether alleged conduct constitutes Sexual Harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the nature of sexual behavior and the context in which the alleged incident(s) occurred.



- 3.4.3 “Sexual Harassment (Hostile Environment)” means Harassment that creates a Hostile Environment based on sex, which includes, but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- 3.4.4 Sexual Harassment may occur between people of the same sex or people of different sexes. Examples of Sexual Harassment may include, but are not limited to, unsolicited, deliberate, or repeated touching, sexual flirtation, advances or propositions which are not welcomed and/or desired; unwelcome jokes, stories, comments, innuendos, or other sexually oriented statements which are specifically designed to embarrass or humiliate through their sexual subject matter content; unwelcome sexual communication such as graphic or degrading comments about one’s gender related to personal appearance; unwelcome display of sexually explicit materials, objects, or pictures in an individual’s place of work or study, such as viewing material on computers or other electronic devices where others can see. Importantly, these and any other examples in this Rule, are provided only for illustration purposes and all conduct must still meet the applicable definitions in the Rule before rising to the level of prohibited conduct.
- 3.4.5 Sex-based harassment includes Sexual Harassment and non-sexual harassment based on stereotypical notions of what is female/feminine versus male/masculine or a failure to conform to those gender stereotypes.

3.5 Hostile Environment.

- 3.5.1 “Hostile Environment” means a situation where an individual is subjected to any conduct based on the reasons set forth in Sections 3.3 or 3.4 and that conduct is sufficiently severe or pervasive, or so objectively offensive, so as to unreasonably interfere with an individual’s educational experience, work or academic performance or deny or limit the individual’s ability to participate in or benefit from the University’s programs, services, opportunities, or activities.
- 3.5.2 A Hostile Environment can be created by anyone involved in a University program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a Hostile Environment. Although repeated incidents increase the likelihood that Harassment has created a Hostile Environment, a serious incident, even if isolated, can be sufficient to create a Hostile Environment.
- 3.5.3 In determining whether Harassment has created a Hostile Environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as sufficiently severe or pervasive, or objectively offensive. Also, the following factors will be considered:
 - 3.5.3.1 The degree to which the conduct affected one or more students’ education or individual’s employment;
 - 3.5.3.2 The nature, scope, frequency, duration, and location of incident or incidents; and
 - 3.5.3.3 The identity, number, and relationships of persons involved.

3.6 Sexual Misconduct.

- 3.6.1 “Sexual Misconduct” means “Sexual Assault” or “Sexual Exploitation,” as defined below. It is a broad term used to encompass unwelcome behavior of a sexual nature that is prohibited by Title IX, the Clery Act, and West Virginia University.
 - 3.6.1.1 “Sexual Assault” means “Sexual Intercourse” or “Sexual Contact” that occurs without “Consent.” Sexual Assault also means an offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI’s UCR program.
 - 3.6.1.1.1 “Sexual Contact” means any (i) intentional touching, either directly, through clothing, or with an object, of the breasts, buttocks, anus or any



- part of the sex organs of another person; or (ii) intentional touching of any part of another person's body by the actor's sex organs.
- 3.6.1.1.2 "Sexual Intercourse" is defined as anal, oral, or vaginal penetration, however slight, by an inanimate object or another's body part.
- 3.6.1.1.3 "Consent" is defined as agreement, approval, or permission as to some act or purpose that is given knowingly, willingly, and voluntarily by a competent person. Silence, by itself, cannot constitute Consent. Consent to one sexual act does not constitute or imply consent to a different sexual act. Previous consent cannot imply consent to future sexual acts. Consent is required regardless of the parties' relationship status or sexual history together.
- 3.6.1.1.4 A person is not competent and therefore lacks the ability to "Consent" where there is either "Forcible Compulsion" or "Incapacity to Consent."
- 3.6.1.1.4.1 "Forcible Compulsion" means (i) physical force that overcomes such earnest resistance as might reasonably be expected under the circumstances; (ii) threat or intimidation, expressed or implied, placing a person in fear of immediate death or bodily injury to himself or herself or another person or in fear that he or she or another person will be kidnapped; or (iii) threat or intimidation, express or implied, that the aggressor will retaliate or cause damage to the victim's reputation if the victim does not give into the aggressor's sexual advances
- 3.6.1.1.4.2 "Incapacity to Consent" means that person is (i) either less than sixteen years old; (ii) mentally incapacitated; (iii) physically unable to resist; or (iv) is so intoxicated as to be incapacitated (i.e., unable to knowingly and intentionally make decisions for him or herself).
- 3.6.1.1.4.3 Intoxication from alcohol or drug use, alone, does not bar Consent.
- 3.6.1.1.4.4 Incapacitation negates Consent when the alleged perpetrator knows, or a reasonable person, under the circumstances, should know, that the alleged victim is incapacitated.
- 3.6.1.2 "Sexual Exploitation" means taking sexual advantage of another person without his or her consent.
- 3.6.1.2.1 Sexual advantage includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; allowing third parties to observe private sexual acts; disclosing, causing to be disclosed or threatening to disclose, with the intent to harass, intimidate, threaten, humiliate, embarrass, or coerce, an image of another which shows the intimate parts of the depicted person or shows the depicted person engaged in sexually explicit conduct which was captured under circumstances where the person depicted had a reasonable expectation that the image would not be publicly disclosed; and engaging in voyeurism.



3.7 Domestic Misconduct.

3.7.1 “Domestic Misconduct” means “Domestic Violence” and “Dating Violence” as defined below.

3.7.1.1 “Domestic Violence” means Domestic Violence as defined under the Clery Act and W. Va. state law.

3.7.1.1.1 Under the Clery Act, Domestic Violence means a felony or misdemeanor crime of violence committed -- (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

3.7.1.1.2 Under W. Va. state law, “Domestic Violence” or “Abuse” means the occurrence of one or more of the following acts between Family or Household Members, as defined under W. Va. Code: (1) Intentionally making physical contact of an insulting or provoking nature or intentionally causing physical harm; (2) Attempting to commit a violent injury or committing an act causing reasonable apprehension of immediately receiving a violent injury; (3) Creating fear of physical harm by harassment, stalking, psychological abuse or threatening acts; (4) Committing either sexual assault or sexual abuse as defined in W. Va. Code; and (5) Holding, confining, detaining or abducting another person against that person’s will.

3.7.1.1.3 For purposes of this subsection, “Family or Household Members” means persons who: (i) are or were married to each other; (ii) are or were living together as spouses; (iii) are or were sexual or intimate partners; (iv) are or were dating; provided, that a casual acquaintance or ordinary fraternization between persons in a business or social context does not establish a dating relationship; (v) are or were residing together in the same household; (vi) have a child in common regardless of whether they have ever married or lived together; or (vii) have the relationships described in W. Va. Code § 48-27-204.

3.7.1.2 “Dating Violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

3.7.1.2.1 The view of the Complainant shall generally be controlling in determining whether such a relationship existed.

3.7.1.2.2 Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence, for purposes of this Rule, does not include emotional abuse.

3.8 Stalking.

3.8.1 “Stalking” means engaging in a Course of Conduct directed at a specific person that would cause a Reasonable Person to: (i) fear for his or her safety or the safety of others; or (ii) suffer Substantial Emotional Distress.



- 3.8.1.1 “Course of Conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- 3.8.1.2 A “Reasonable Person,” for purposes of this definition, means a reasonable person under similar circumstances and with similar identities to the victim.
- 3.8.1.3 “Substantial Emotional Distress,” for purposes of this definition, means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

3.9 Retaliation.

- 3.9.1 No individual may retaliate against any Reporter or Complainant, any person that assists a Complainant in the filing of a complaint of prohibited conduct, or a witness. Complaints of retaliation for such activities will be treated the same way as other complaints under this Rule.
- 3.9.2 “Retaliate” means to take an adverse action against an individual or subject an individual to conduct that has the purpose or effect of unreasonably interfering with that individual’s educational experience, work or academic performance, or creates an educational experience or academic or work environment that a reasonable person would find intimidating or hostile because of something that individual did to further this Rule, including but not limited to filing a complaint or being a witness in or supporter of or against a complaint.
 - 3.9.2.1 This includes interfering with the reporting of or the investigation of prohibited behavior, such as tampering with or destroying relevant evidence; intimidating, threatening or attempting to influence, in any way, the testimony or information of a Reporter, Complainant, or witness.



Grounds for Termination and Early Release

Termination of employment as a tutor may result from a variety of performance-related concerns, including:

- Failure to uphold the general duties and responsibilities of a tutor outlined in this Tutor Handbook.
- Failure to observe the rules and policies of the CAPC and RFASC, West Virginia University and the NCAA.
- Continued failure to submit Tutor Reports.
- Deficient academic skills.
- Falsification of hours.
- Failure to keep tutor assignments, and/or accumulation of three (3) no-shows on your part.
- Misuse of swipe access.
- After three (3) late cancellations the tutor will receive a written warning.
 - If the tutor late cancels two (2) additional times, the tutor will be terminated from position.
- Violation of University policies regarding academic integrity.
- Disruptive behavior that calls unfavorable attention to the tutor as a representative of the CAPC and RFASC Centers for Student-Athletes, or to the West Virginia University Athletic Department.
- Failure to attend mandatory semester trainings and meetings.
- Failure and/or unwillingness to sign the Tutor Acknowledgement and Agreement Forms.



Tutoring Summary

As a tutor, it is your responsibility to fully understand the contents of this manual and all information presented during training. The following checklist is not all-inclusive; rather, it is a guide to highlight specific critical aspects of your role as a tutor:

- Respect student-athlete's confidentiality
- Check email regularly
- Adequately prepare for tutor sessions
- Submit tutor report form immediately following the session. If the student-athlete is a No-Show, file a No-Show report at the end of the stipulated time.
- Attend all mandatory tutor meetings/trainings.
- Abide by all CAPC, RFASC, WVU, and NCAA policies and procedures.
- NEVER carry out any form of academic misrepresentation including, but not limited to, typing for a student-athlete, doing research of any kind, and completing or providing answers to assignments/tests/quizzes.
- NEVER be present when a student-athlete takes an online quiz/exam
- NEVER help student-athletes with take-home exams
- Check course interpretation

If you have any questions, please contact the tutor coordinator

