



**Angelo State University**  
**Operating Policy and Procedure**

**OP 06.03: Tutoring for Payment**

**DATE:** January 14, 2015

**PURPOSE:** The purpose of this Operating Policy and/or Procedure (OP) is to ensure that the integrity of the faculty/student roles is protected from misunderstanding regarding payment for tutoring of students.

**REVIEW:** This OP will be reviewed in November every three years, or as needed, by the vice provost for academic affairs and Faculty Senate with recommended revisions forwarded through the provost and vice president for academic affairs (PVPAA) to the president by December 15 of the same year.

**POLICY/PROCEDURE**

**1. Background**

Angelo State University has the responsibility to protect the integrity of the roles of the faculty and student during the period of graduate or undergraduate enrollment in any university course.

**2. Criteria**

Faculty must avoid charging a fee for tutoring any student enrolled in the faculty member's classes. The appearance of conflict of interest should be avoided; therefore, the department chair should be notified of any tutoring arrangement made by a faculty member/teaching assistant.

**3. Procedure**

- a. Tutoring for payment of any student registered in a faculty member's/teaching assistant's class is not allowed.
- b. Faculty members/teaching assistants may tutor students for pay if the student is not enrolled in any class for which the faculty member/teaching assistant is responsible as instructor, grader, discussion leader, etc.
- c. Students who wish to employ a tutor for payment should check with the department in which the class is offered or with one of the tutoring services to find acceptable tutors in that subject.
- d. Students are free to choose tutors as long as they are not enrolled in the tutor's classes.