

MEMORANDUM

To: Deans, Associate Dean's Graduate / Undergraduate, Department Chairs
Copy: Carol Beynon, Stephen Sims
From: Linda Miller, Vice-Provost, School of Graduate and Postdoctoral Studies
John Doerksen, Vice-Provost (Academic Programs and Students) [Registrar]
Date: March 27, 2012
Re: Tutoring and Exam Preparation Classes

As we approach the spring examination season, we would like to remind Faculties that tutoring and exam preparation classes that charge students for attendance constitute commercial activity and are not permitted on campus without permission. This prohibition extends to conducting such classes on campus, as well as advertising and distributing of advertising materials, including flyers and pamphlets, on campus.

This does not apply to one on one, peer to peer tutoring arrangements, nor does it apply to classes organized as an approved student service by a Faculty. It is intended primarily to deal with commercial exam preparation companies and students who advertise and arrange such classes on their own.

If you have any questions or concerns, please feel free to contact us.