

Scriptorium Hall 2025-2026 Academic Year Application & Policies

NEW STUDENTS

CONTACT INFORMATION

Student name: _____ Student grade in 2025-2026 school year: _____
Parent name: _____ Parent email: _____
Student email (OR "same as parent"): _____ Student is: ☐ Male *or* ☐ Female
Parent phone: (_____) _____ - _____ Mailing address: _____
City: _____ State: _____ Zip: _____

BACKGROUND

- What dates might conflict with this student's class attendance? (Please see calendar and schedule on the next pages.)

- Does the student have a reading, writing, or other disability? ☐ Yes ☐ No
If "yes," please contact the tutor when you apply to ensure that Scriptorium would be a good fit for your student.
Please note that the tutor is *not certified* as a learning or behavioral therapist.
- Please list any English/composition, history, or literature courses your student has taken. ***Please note: Writing III is prerequisite for participation in the writing tutorial portion of all high school-level history, literature, and government courses. If your student has not taken Writing III, your student can only enroll in the seminar portion of a high school-level history, literature, and/or government course.***

- Please list the skills you would like the student to improve through Scriptorium courses this year:

RELEASE

- I have read the "What We Love" page on the Scriptorium website and agree with Scriptorium's motto and core ideas.
- I have read and agree with the "Regarding AI Writing Programs" page on the Scriptorium website.
- Knowing that recordings will only be accessed by absent students, I give permission for class meetings involving my student to be recorded in the case of a student absence.
- I will remind my student to follow all directions and do his or her part to keep the class meeting place clean.
- I will not hold Grace Hughbanks, Scriptorium Hall, or any location where Scriptorium classes or events meet responsible in any way for injury or property loss which may occur during Scriptorium courses.

Parent signature: _____ Date: _____

PAYMENT

- ☐ I will pay by semester (Two payments; first payment due immediately upon acceptance of your application; second payment due by the first class in January 2026)
- ☐ I will pay by month (10 payments; first payment due immediately upon acceptance of your application; all remaining payments due by the first class of each month, September 2025 through May 2026)

I qualify for these discounts: ☐ Multi-course (applying for 2+ courses) ☐ Sibling (sibling also applying) ☐ Earlybird (applying by April 1st)

☐ Scriptorium Events (have attended at least three events, or six Britain Society meetings [young ladies only], for the 2024-25 school year)

By initialing the terms and signing your name below, you agree to abide by all of the following terms, as stated on the "Tuition, Terms, and Conditions" page on the Scriptorium Hall website. (Please read that page carefully before signing.)

- _____ I agree to pay the first installment of this student's tuition immediately upon acceptance of this student's application.
- _____ I agree to pay all tuition for any course/all courses this student takes from Scriptorium as I have marked them in this application.
- _____ I understand that no refunds can be given.
- _____ I understand that grades will not be reported until all payment for the grading period/term has been received.

Parent signature: _____ Date: _____

If your application is accepted, the tutor will email you your tuition rate. Your place in the course(s) will not be held until your first tuition installment has been received. Please make checks payable to Grace Hughbanks. Thank you!



2025-2026 TUTORIAL & SEMINAR COMPARISON

Please note the difference between the requirements and benefits of the seminar *with* the writing tutorial and the seminar only options:

	SEMINAR WITH WRITING TUTORIAL	SEMINAR ONLY
Assignments	<ul style="list-style-type: none"> Attend class meetings with minimal absences Complete all daily-work/commonplacing and all major written assignments with satisfactory marks and above 	<ul style="list-style-type: none"> Attend class meetings with minimal absences Complete all daily-work/commonplacing
Grade Reporting	Standard grades are reported at the end of each term	Course is graded on a pass/fail basis only each term
Feedback on writing	Comments are given at each stage of the writing process	No major written work is required , so no comments are provided
Defense Day	Required participation in both December and May	Student does not participate in Defense Day
Scriptorium Credit	One full Scriptorium credit upon successful completion <i>*Parents can award any credit they deem appropriate*</i>	One half Scriptorium credit upon successful completion <i>*Parents can award any credit they deem appropriate*</i>
Diploma Program	Course does count toward Diploma Program	Course does not count toward Diploma Program
Dual-Credit from Bryan College	Student is eligible for dual-credit on applicable courses	Student is not eligible for dual-credit
Academic Prizes	Student is eligible for all Academic Prizes	Student is not eligible for the Lewis or Michelangelo Prizes but may earn all other academic prizes
Graduation	Student formally graduates from Scriptorium	Student does not formally graduate from Scriptorium

2025-2026 CALENDAR & DATES OF TERM—*dv*

Classes do meet on Federal holidays.

MICHAELMAS TERM

- ❖ Week of 11 August through week of 20 October
- ❖ Final work due for Tutorials: Week of 20 October

HILARY TERM

- ❖ Week of 27 October through week of 2 February
- ❖ Thanksgiving Holiday—NO CLASSES: Week of 24 November
- ❖ **Defense Day: Friday, 12 December; Required for all tutorial students**
- ❖ Christmas Holiday—NO CLASSES: 13 December through 4 January
- ❖ Final work due for Tutorials: Week of 2 February

TRINITY TERM

- ❖ Week of 9 February through week of 4 May
- ❖ Holy Week—NO CLASSES: Week of 30 March
- ❖ Graduates' Feast: Evening of Sunday, 3 May
- ❖ Final work due for Tutorials: Week of 4 May
- ❖ **Defense Day: Friday, 8 May; Required for all tutorial students**

FINE ARTS MEETS ON THE FOLLOWING FRIDAYS:

- ◆ 15 August
- ◆ 5 September
- ◆ 3 October
- ◆ 7 November
- ◆ 5 December
- ◆ 9 January
- ◆ 6 February
- ◆ 6 March
- ◆ 10 April
- ◆ 1 May

RELATED SCRIPTURE READINGS

Ancients

Daniel - Luke - Acts - II Corinthians

Medievals

I-II Samuel - John - Ephesians - Hebrews

U.S. History/British Literature

Genesis - Mark - Romans - Colossians

Moderns

Isaiah - Matthew - Philippians - Psalms

High school history/literature class meetings will include 5-10 minutes of Bible reading. Each history/literature era will read through all, or significant portions of, four books of the Bible chosen for several fairly-clear connections to the material we study for that historical era. We will all use Crossway's quality Scripture journal booklets (English Standard Version translation, text only, with plenty of space for notes) so that students can mark their observations and things they notice that relate to our history and literature material. Booklets are provided *free of charge*.

The **purpose** of reading the Bible along with history and literature is not to be a sermon or moral but to hear and observe God's Word and how it relates to what we are studying. More information is in the post: "Four Reasons to Read the Bible While Studying History and Literature".

2025-2026 COURSE SELECTION

Please check the box for the course(s) your student is applying for, indicating whether the student will take the seminar *with* writing tutorial or the seminar only option. **Students who have not taken Writing III cannot enroll in high school writing tutorials.**

	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
9:00 - 10:30 am	WRITING III: LOGIC * 7th grade and up * Pre-requisite: Writing I/II or equivalent skills * <u>Please note: Writing III is pre-requisite for all upper-level writing tutorials</u> <input type="checkbox"/> Seminar + <i>writing tutorial</i> : \$90/mo. <input type="checkbox"/> Seminar only: \$75/mo.	ANCIENT HISTORY * 8th grade and up <input type="checkbox"/> Seminar + <i>writing tutorial</i> : \$90/mo.; Pre-requisite: Writing III <input type="checkbox"/> Seminar only: \$75/mo.			
10:30 am - 12:00 pm		ANCIENT LITERATURE * 8th grade and up <input type="checkbox"/> Seminar + <i>writing tutorial</i> : \$90/mo.; Pre-requisite: Writing III <input type="checkbox"/> Seminar only: \$75/mo.	PHILOSOPHY, POLITICS & ECONOMICS * 9th grade and up <input type="checkbox"/> Seminar + <i>writing tutorial</i> : \$90/mo.; Pre-requisite: Writing III <input type="checkbox"/> Seminar only: \$75/mo.	WRITING I: GRAMMAR * 5th grade and up <input type="checkbox"/> Seminar + <i>writing tutorial</i> : \$90/mo.	10:30 - 2:00 pm FINE ARTS * 6th-12th grades * One afternoon monthly <input type="checkbox"/> Activity course: \$60/mo.
12:00 - 12:30 pm	LUNCH & OUTDOOR TIME				
12:30 - 2:00 pm	MEDIEVAL HISTORY * 8th grade and up <input type="checkbox"/> Seminar + <i>writing tutorial</i> : \$90/mo.; Pre-requisite: Writing III <input type="checkbox"/> Seminar only: \$75/mo.	ANCIENT LITERATURE WRITING III SUPPLEMENT * 8th grade and up - Must be enrolled in Ancient Literature <input type="checkbox"/> \$60/mo. in addition to standard <i>Seminar with writing tutorial</i> tuition for Ancient Literature	WRITING II: PROGYMNASMATA * 6th grade and up <input type="checkbox"/> Seminar + <i>writing tutorial</i> : \$90/mo.	UNITED STATES HISTORY * 8th grade and up <input type="checkbox"/> Seminar + <i>writing tutorial</i> : \$90/mo. [Required for 6-hour credit option through Bryan College (available to 10th grade and up only); Pre-requisite: Writing III <input type="checkbox"/> Seminar only: \$75/mo.	
2:00 - 3:30 pm	MEDIEVAL LITERATURE * 8th grade and up <input type="checkbox"/> Seminar + <i>writing tutorial</i> : \$90/mo.; Pre-requisite: Writing III <input type="checkbox"/> Seminar only: \$75/mo.	MODERN LITERATURE * 11th and 12th grade only * Pre-requisites: Writing III and Ancient and Medieval Literature <input type="checkbox"/> Seminar + <i>writing tutorial</i> : \$90/mo. <input type="checkbox"/> Seminar only: \$75/mo.	MIDDLE SCHOOL HISTORY: MEDIEVAL & RENAISSANCE * 5th-9th grades <input type="checkbox"/> Seminar only: \$75/mo.	BRITISH LITERATURE * 8th grade and up <input type="checkbox"/> Seminar + <i>writing tutorial</i> : \$90/mo.; Pre-requisite: Writing III <input type="checkbox"/> Seminar only: \$75/mo.	



2025-2026 PARENT NOTES

Attendance, drop-off/pick-up, Canvas platform

- Please ensure that your student is dropped off and picked up on time. For students not driving themselves, parents must come inside to pick up students. Students will need to wait in the classroom—not outside—until their ride arrives.
- While we prioritize face-to-face interaction in class, we do use the Canvas online learning platform for its conference system to allow students who will be absent to either join class online or listen to a recording of the class later—within seven days of the missed class. I will send out information so that you can create a Canvas account for your student. To save bandwidth, webcams are not used. *Please note:* Students cannot access Canvas sessions or recordings until their account is created.
- Please notify me via email by 8:00 am on the day of class if your student will be absent. If the student is able, he or she may join via Canvas, and/or, to the extent possible, class will be recorded.
- In case of inclement weather, I will email parents by 8:00 am on the day of class.
- Students with classes before and after the noon break—includes Fine Arts—should bring lunch; there is **no** microwave or refrigerator.
- Students with dietary restrictions are responsible for bringing suitable snacks or lunches as needed. Our feast days, when the tutor brings seasonal or themed snacks, are listed in the assignment schedule.

Student assignments

- Students are responsible to complete their assignments *on their own*. They should not need assistance from parents, siblings, or fellow-students.
 - The proliferation and power of AI writing programs have wrecked essential foundations of trust between all writers and their readers. More information is available on the “Regarding AI Writing Programs” page and in the blog post, “Was I the One Who Actually Wrote This Article?”. Please help your student avoid the temptation to use AI by:
 - Purchasing hard copies of all required books and allowing students to make notes in their books. This is vital for helping students gain confidence in understanding key passages and how they fit together.
 - Encouraging your student to read assignments from these hard copies (as opposed to online summaries).
 - Encouraging your student to complete all writing assignments by hand to ensure that AI is not used; computers are needed *only* by writing tutorial students when they type up their major written assignments to be submitted for the week, and occasionally for research (Writing II and U.S. History only; Modern History, optional).
- My hope is that completing homework without using computers, combined with plenty of guidance and practice in writing and in reading primary sources during class, will give students the confidence and skills to write effectively on their own so that they will not be tempted to use AI.*
- Please read emails I send to your student. Parents are copied on all emails sent to their students. It can be extremely helpful to allow students to “sink or swim” in a course on their own, and you are welcome to do that, but reading emails sent to your student will at least keep you informed about your student’s progress.

Marks/Grades

- Please read the marking/grading scale carefully (please see page 6 below or the “FAQ” page of the Scriptorium website). If your student has a question about why an assignment received a given mark, please encourage the student to speak with me directly.
- As the parent, you are ultimately responsible for submitting grades to your umbrella school, etc.
- Please note that the grades and complete/incomplete status I send to you will be what I refer to if I am contacted by any relevant colleges and/or umbrella schools.
- If you plan to have your student apply for dual-credit, please read the grade requirements in the “Credit-Granting Partnership with Bryan College” page on the Scriptorium website.

Writing tutorial students

- Please encourage your student to read and incorporate comments received at each stage of the writing process; without this, students hamper their own progress in developing effective writing skills.
- Please ensure that your student will be available to present on Defense Day in both December and May.
- If your student has not submitted an assignment, I will send *one* “missing work” email. Students receive zero credit for late work unless:
 - You as the parent let me know that something beyond your student’s control provides a valid excuse for late work (for example: severe illness, death in the family, family/church/work commitment)
 - The student submits the missing work within one week
- No late work or major written assignments will be accepted after Defense Day.
- Students must complete all assignments with an S (satisfactory mark) to receive credit. Students who have incomplete assignments by the end of the term or course will receive an “incomplete” for the semester or course grade.

I have read the Parent Notes:

Parent signature: _____

Date: _____



2025-2026 NEW STUDENT INTERVIEW

As you are the one who will be taking this course, I want to hear from you! Please answer these questions briefly. Thanks!

Your name: _____

- If you could create a monument for anyone living, or who has only died within the past decade, who would it be and why?

- What are some of your favorite books, movies, musicians/styles of music? Who are some of your favorite book characters? Which characters do you most admire? Why?

- Have you read or acted in a Shakespeare play? If so, which play?

- Do you have a favorite passage or book of the Bible? If so, what is it and why is it your favorite?

- If you were given a task that you did not think you would be able to accomplish, what would you do?

- How familiar are you with:

the Bible?	Very: ____	Slightly: ____	Not at all: ____
Greek and Roman mythology?	Very: ____	Slightly: ____	Not at all: ____
Arthurian legend?	Very: ____	Slightly: ____	Not at all: ____
Norse mythology?	Very: ____	Slightly: ____	Not at all: ____
the Declaration of Independence?	Very: ____	Slightly: ____	Not at all: ____
the U.S. Constitution & Bill of Rights?	Very: ____	Slightly: ____	Not at all: ____

- Do you have a favorite time period in history? If so, what is it and why is it your favorite?

- When younger students look up to you, what do you hope they see and remember about you?

- If the internet and all related devices and programs were destroyed, how would you set about recovering knowledge?

- If, while reading a book, you realize you disagree with the author, what do you do?

- What advice would you give to a young person who desires to be respected by people older than himself or herself?

- What qualities make a gentleman? What qualities make a lady?



Act with decorum at class meetings.

- Keep our meeting facility—classroom and bathrooms—spotlessly clean.
- Be on time.
- Use the restroom *before* class or during a designated break.
- Gentlemen, dress and act like a gentleman. Ladies, dress and act like a lady. Set an example that everyone else can look up to you for. Your physical appearance and demeanor must show respect for your fellow students, the tutor, and the seriousness of the subject—demonstrating that you are a young man or young lady of honor. Dress modestly and appropriately (no pajamas, slippers, bedhead, short-shorts, exposed midriff/straps, etc.,). Do not pass notes, use hand signals, or have private conversations during class; these actions are extremely disrespectful to the person speaking.
- **No** laptops, cellphones, smart watches, headphones, or earbuds. If you have a cellphone, it should be *off and away*. If you need to contact your parent, you may call before class or during a designated break.
- Bring your books, notebooks, pencils/pens, and notes to class every time.
- If you “cannot remember” the work you were assigned to prepare for class, you did not prepare sufficiently. If you have no observations to make about work you were assigned to consider over the week, you did not prepare at all.
- When you are responding to a question, summarize a few key points and then allow someone else to make his observations.
- Listen carefully and speak respectfully to the tutor and your fellow students. You are free to disagree with or ask questions about any topic we cover, but you must do so politely and explain the reasons for your position.
- Read your books—which are the writings of authors whose ideas have taught thousands of people for thousands of years—with the same mindset. Everything we read is important, and all assignments you are required to complete are valuable in themselves. If you do not like a book or assignment, do not moan or complain: think carefully about what you might be able to learn from something you dislike. Again, if you disagree with something, you should be able to explain why you disagree.
- You are responsible for taking notes during class. When anyone reads a passage aloud from a book, your book must be out and you must be following along. If you do not take good notes or observe the key passages in your book, your at-home assignments are likely to be much harder. More importantly, study and annotation of physical books has been demonstrated to improve your focus on and memory of the passage.
- Do not pack up before class is dismissed. Your packing up is distracting to everyone and extremely disrespectful to whoever is speaking—and you may miss something important.
- Breaks are intended for talking face-to-face with your fellow students, not for checking your cell phone. Enjoy the fact that you get to be with real people, in person, studying great things!
- If you have classes before and after the noon break, please bring lunch; we do **not** have a microwave or refrigerator.
- If you have dietary restrictions, please bring suitable snacks or lunches as needed. Our feast days, when the tutor brings seasonal or themed snacks, are listed in the assignment schedule.
- At any class or event involving a dance: Gentlemen, you are responsible for ensuring the ladies who would like to dance have partners for the dance. Ladies, you are responsible for being polite to the gentleman who has been courageous and courteous enough to ask you to dance.
- If you will be absent, you can attend class via Canvas or listen to the class recording. *Please note* that you must listen to the recording before the next class meeting, as recordings are only available for seven days.

Complete your work with integrity.

- You are responsible to complete assignments *on your own*. You should not need assistance from parents, siblings, or fellow-students.
- Daily work / commonplacing will be reviewed during class. If you will be absent, it is your responsibility to email me your daily work *before* class.
- All of your written work should be done by hand in your notebook—*without* using your computer, cellphone, smartwatch, or smartglasses. The only students who will need computers for homework are students in writing tutorials, and they will only need their computers to type up their completed writing assignments for comments in the weeks they are due or for research (Writing III and U.S. History only; Modern History, optional). (If you have difficulty writing by hand, make it your goal to practice your handwriting. *Please talk to the tutor before you submit your assignment* if you have questions about this topic.)
- Do *not* use AI writing programs in any form. AI writing programs include: Grammarly, ChatGPT, Anyword, Jasper, and any similar program. Use of AI implies that you do not have the skill it takes to think of and write down your own ideas. Disguising your lack of ability or lack of interest in the assignment by using such programs is *dishonest*. If your work exhibits characteristics of AI-generated material, you will be required to *re-write your assignment in person*. You may use the spell check function included in your word processing program, but do *not* rely on it to catch your mistakes: edit your own work thoroughly yourself. (If you struggle with spelling and grammar, make it your goal to improve your spelling and grammar skills. *Please talk to the tutor before you submit your assignment* if you have questions.)
- Do *not* use summaries of the assigned readings and pretend you actually read the book when you did not. Copying from summaries is *dishonest*. Pay attention in class when you are told what to look for in the upcoming reading. Do your best to



read the assignment. Many of the books we read may be harder than you are used to, but we will go over the important points in class. If you do get stuck, write down anything you did understand and jot down a few questions about what you did not understand—but do not pretend you did your reading or understood it when you did not.

- Do *not* plagiarize. Plagiarism is pretending someone else's work is your own. It is *dishonest* and it includes any and all of the following: submitting someone else's work as your own for any reason; submitting your own work from a previous course; copying someone else's exact—or *similar*—words without quotation marks but with a citation; copying someone else's exact—or *similar*—words with quotation marks but without a citation; paraphrasing or summarizing someone else's words without a citation; and omitting a Works Cited page with the publication information of your sources. *Do not plagiarize.* The simplest way to avoid plagiarism is to (1) make sure you understand the material you are reading and writing about; (2) make sure your writing is entirely different in phrasing and sentence structure from your source; and (3) include the page or chapter number and the publication information of the source you were reading. You can find information on how to document your sources and use citations here: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html Work containing any form of plagiarism will receive a mark of NS (not satisfactory) and must be re-written to receive credit. (*Please talk with the tutor before you submit your assignment if you have any questions about avoiding plagiarism.*)

Understand the marking scale.

- **Students in seminar only:** There are only two possible marks:
 - ❖ Pass—The student consistently completes reading assignments and commonplacing/dailywork, and engages in class discussions.
 - ❖ Fail—The student does not consistently complete reading assignments and commonplacing/dailywork, or engage in class discussions.
- **Students in seminar with writing tutorial:** There are only five possible marks:
 - ❖ SCL—*Summa cum laude* (“with highest praise”) Standard letter equivalent: A+ or 97. This mark represents superior work, incorporating a rare degree of professionalism, scholarship, and thought. Errors are negligible.
 - ❖ MCL—*Magna cum laude* (“with great praise”) Standard letter equivalent: A - or 90. This mark represents excellence; all directions have been followed, and the student's work demonstrates *high-quality word-craft and unusual depth of thought*. A few minor errors, one or two of which may be significant, weaken the piece, but it is on the whole a fine effort.
 - ❖ CL—*Cum laude* (“with praise”) Standard letter equivalent: B or 85. This mark represents a piece which is generally good but has multiple weaknesses.
 - ❖ S—*Satis* (“satisfactory”) Standard letter equivalent: C or 75. This mark represents work that has been done at a level only sufficient to have fulfilled the requirements for the assignment.
 - ❖ NS—*Non satis* (“not satisfactory”) Standard letter equivalent: D or 50 for poor-quality, OR F or 0 if work contains plagiarism (requires re-write for credit), includes characteristic signs of AI (requires re-write for credit), or has not been submitted. This mark indicates that the work does not fulfill the assignment.
- All marks will be reported to students and parents. Most diligent students should be able to consistently earn a “pass” or a mark of CL or above. Only a few students are careful and thoughtful enough to earn the highest marks.
- If you think the mark you earned is unfair, *you as the student* are responsible for demonstrating to the tutor why *your work itself* merits a higher mark.

With my signature, I acknowledge that I have read and understood the Code of the Scriptorium Student and agree to abide by it:

Student signature: _____

Date: _____



2025-2026 ADDITIONAL CODE OF WRITING TUTORIAL STUDENTS

Receive and incorporate comments on major writing assignments correctly.

- The writing process in all writing tutorials is completed in stages that you will submit via email; each stage builds on thought and writing done in the stages before. You will be assigned to turn in work for comments at each stage. ***If you turn in work out of order***—for example, if you are assigned to turn in an outline but you skip ahead and turn in a draft—***I will send your work back to you without comments.***
- **When you submit the assigned writing stage on time, you will receive detailed, personalized feedback that is intended to help you improve your work. It is your responsibility to read these comments carefully and incorporate them into the next stage of your writing.** When you have incorporated the comments from the previous stage of your writing into the next stage, ***you must highlight the changes you have made*** (bold, different color, or highlight function). If there are comments you did not incorporate, ***you must explain your reasoning in the body of your email. If you do not incorporate comments, you will not receive feedback on that stage of the writing process until you make the corrections and re-submit your work.***
- If there is something you do not understand, ask me *before* the assignment is due.
- All assigned stages of written work must be emailed as ***.doc or .docx files by 5:00 pm on the day before your class meeting.*** Do ***not*** submit work in PDF format, as a GoogleDocs link, as a text message, or as a Canvas email. If you use GoogleDocs or another online word processor, you must download a .doc or .docx file type.
- The name of the file you submit should include your last name, your course, and your assignment (for example: “Smith - USHist - Trinity Term - Outline”).
- Final written work must be submitted both via email by 5:00 pm on the day before your class meeting ***and as a hard copy turned in at the start of class.***
- Printing facilities are ***not*** available; you must have printed or hand-written your final work before you arrive at class.
- ***Late*** written work in the early stages of the writing process is ***not likely*** to receive comments; this means that, since the process of improving your writing depends on receiving and incorporating feedback, late work in these early stages may result in a weaker final essay.

Turn in your work on time.

- Late final written assignments will lose a full letter grade.
- If you have not submitted an assignment, I will send *one* “missing work” email. You will receive zero credit for late work unless:
 - Your parent lets me know that something beyond your control provides a valid excuse for late work (for example: severe illness, death in the family, family/church/work commitment) AND
 - You submit the missing work within one week
- You must complete all assignments with an S (satisfactory mark) to pass the course. If you have incomplete assignments, you will earn yourself an “incomplete” for the course.

Present at Defense Day in December and May.

- Defense Day presentations in both semesters are required of all writing tutorial students.
- However, students may ***not*** present for Defense Day unless their essays/research papers are of sufficient quality for presentation (the piece is factually accurate, incorporates comments, follows the assignment, is thoroughly edited, etc.). ***If you follow the instructions above and diligently incorporate comments in your written work, it is likely your work will be presentable for Defense Day!***
- Students unable to attend Defense Day in person must present in one of the last class meetings of the semester.

Students Applying for Dual Credit from Bryan College:

- In order to receive dual credit from Bryan College, all work done for the course must be your own. Any student who engages in academic dishonesty will be denied credit from Bryan College; the College has notified me that credit will not be awarded to students who engage in academic dishonesty.
- Work for Dual Credit may not be re-written after the due date. Do your best work *before* the work is due.
- Please keep in mind that although the college does award credit for students who have passed the course and their exams with a satisfactory mark (standard letter equivalent: C), it is to your advantage to aim to pass the course and all of your assignments with the highest marks you are able.

With my signature, I acknowledge that I have read and understood the Code of Writing Tutorial Students and agree to abide by it:

Student signature: _____

Date: _____

Please email completed application forms to tutor@scriptoriumhall.com ~ Thank you!