

Student Contract

Your tutor and the staff of the Academic Success Center are committed and prepared to assist you in every way possible to support your academic success. Please review the following guidelines with your tutor. When you are sure you understand the conditions/guidelines and agree to them, please sign your name at the bottom of this document. We look forward to participating with you in your success!

- Tutoring is never intended to be a substitute for regular class attendance. Go to class!
- You are responsible for keeping up with class assignments.
- You are expected to keep scheduled appointments with tutors and to be on time.
- You must call your tutor at least twenty-four (24) hours in advance if you cannot meet at your scheduled time. If you have an emergency situation arise, call your tutor as soon as possible and make every effort to get a message to him/her.
- If you miss or cancel a tutoring session, you must reschedule within the same week or lose the hour. You cannot "bank" hours in order to schedule blocks of time prior to exams or paper due-dates.
- If the tutoring arrangement is not working for you, please discuss this with the tutor and/or the Tutor Coordinator. Other arrangements can be worked out, but you must go through the Academic Success Center to do so.
- If a tutor is assigned to you, but you decide a tutor is not needed at that time, please understand that the tutor cannot "hold" time for you. Discuss this completely with your tutor. You may need to reapply for a tutor at a later time.
- Homework assignments should be completed or attempted outside the tutoring session. Tutors are not expected to do homework, read assignments, or help you "make up" for missed work except in special cases.
- Tutoring privileges will be suspended if:
 - you miss two scheduled sessions without informing the tutor.
 - you are abusive of the tutor or engage in disruptive behavior that impedes the tutor's ability to assist you. (See "Code of Conduct" in the *Student Handbook*.)
 - you do not attend classes regularly.
- If a student loses tutoring privileges, he or she must appeal to the Director of the Academic Success Center for reinstatement.

I agree to the tutoring guidelines as outlined above:

Student Name (Printed) _____ Student Signature _____ Date _____

Tutor Name (Printed) _____ Tutor Signature _____ Date _____

I give permission to _____ to discuss my academic
Tutor Name

progress with _____ (instructor or family member).

Student Name (Printed) _____ Student Signature _____ Date _____