



**St. Luke's College  
Tutoring Request Form  
and Agreement**

<b>Complete and return to the Academic Dean</b>						
Student Name:						
College Email Address:				Phone No.:		
Course Name:			Faculty Name(s):			
<b>Indicate your current grade in this course:</b>						
A	B	C	D	F	No Grade	Do Not Know
<b>Briefly describe the difficulties you are having this class:</b>						
<b>What semester of study are you in?</b>						
1 <sup>st</sup>	2 <sup>nd</sup>		3 <sup>rd</sup>		4 <sup>th</sup>	5 <sup>th</sup> +
<b>What term are you requesting a tutor?</b>						
Spring 20		Summer 20			Fall 20	

**Students can request a tutor at no charge. Students MUST be enrolled in the course for which they are requesting tutoring. All students requesting a tutor will be required to sign this agreement and agree to the following:**

As a Tutee, I acknowledge that I am responsible to:

- Contact my tutor within 48 hours in advance to allow tutor preparation time
- Request a tutor for each class, each semester, when in need of a tutor
- Attend all classes and take good notes (your tutor is not a substitute for your faculty)
- Attend all scheduled tutoring sessions
- Interact professionally, creating a positive learning environment
- Bring books, syllabi, class materials, notes and returned assignments and tests to each session
- Read assigned chapters and do homework before each session
- Attempt to complete my assignments prior to the tutoring session.
- Bring questions that come up while studying
- Talk with my faculty when I have questions
- Incorporate tutor's suggestions for learning modifications
- Analyze what I know and do not know
- Not accept any gifts, or in kind support from my tutor (impermissible items are use of a car, clothes, gifts, money, meals, snacks and coffee)

Because tutoring cannot be effective without both parties fulfilling their responsibilities, tutees or tutors who have concerns about their partner's willingness to honor the agreement should speak to the Academic Dean who will facilitate a resolution.

**Attendance Policy:**

I understand that if I cannot keep a schedule appointment, I must notify my assigned tutor at least 4 hours in advance whenever possible. If I have more than 3 occurrences in a semester of 'no shows' or cancellations I may lose my tutoring privileges.

The Academic Dean will give a list of tutor names and contact information to the tutee. The tutee is responsible to contact the tutor to set up a tutoring session as soon as possible. If a tutor is not readily available the tutee will receive an email regarding the progress of the search.

By signing this agreement, I acknowledge I am responsible to follow the terms listed above.

**Student Signature:**

**Date:**