

TUTORING CONTRACT

Student Support Services

***Please read this thoroughly during your first session.
You are responsible for understanding & following these policies.***

1. I will adhere to my tutoring schedule. My tutoring schedule is considered a commitment, and I will keep it in mind when making any other appointments.
2. If I am ill, or have a family emergency, I am allowed an “**excused**” absence **IF I notify my tutor 3 hours prior to our session** (or before they leave to come to campus for our session).
3. I understand that **2 unexcused absences** may result in the discontinuation of my tutoring services for the current semester. **After 2 unexcused absences, my tutoring will be suspended, and I am responsible for scheduling an appointment with my SSS Advisor** to discuss my situation.
4. I will be on time to my tutoring appointments. I will make every effort to contact my tutor if I am running late. My tutor is only obligated to wait 15 minutes and if I arrive after this, it will be considered an *unexcused* absence.
5. I will come to my sessions prepared with the appropriate book(s), notebook, writing utensils, and syllabus.
6. I will read assigned class material and make my best effort to complete assigned problems or assignments (or make a rough draft) *before* coming to my tutoring appointment.
7. I understand my tutor will not do my work for me or help me more than I am willing to help myself.
8. I understand and agree that my name and phone number will be given to my tutor for scheduling purposes. I also understand I will meet with my tutor in the Wiecking Center building during office hours for our sessions. I will notify the Tutor Coordinator of any change in our location.
9. I will provide the Tutor Coordinator with a completed evaluation of my tutor(s) and, if requested, my grade(s) for tutored classes.

I have read and understand the above conditions for receiving tutoring at Student Support Services and I agree to abide by them to continue tutoring.

Student Signature (*please write legibly*)

Date

This document is available in alternative format to individuals with disabilities by calling Carla Peterson at 507-389-2797 or 1-800-627-3529 (TTY).