

# **TUTOR REQUEST FORM**

DATE: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Circle One:    Freshman       Sophomore       Junior       Senior

Course(s) you need a tutor: \_\_\_\_\_

\_\_\_\_\_

Professor(s) of Course(s): \_\_\_\_\_

Indicate what type of help you are requesting and the amount of time you estimate spending with a tutor on a weekly basis:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a history of academic difficulties? If so, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **\*\*PLEASE READ THE FOLLOWING TUTEE RESPONSIBILITIES, SIGN AND RETURN ORIGINAL FORM TO MS. ROSA HENNEKE IN BC ROOM 114\*\***

1. You are expected to meet with your assigned tutor(s) on the day and time agreed upon
2. You are responsible for notifying your tutor of any changes in your appointment time
3. Three absences without notice constitutes withdrawal from the program
4. You are expected to meet all course requirements and follow the class attendance policy
5. You are responsible for bringing textbooks, assignments, class notes and/or other pertinent material to each tutoring session
6. You must independently complete course assignments. Tutors are not permitted to complete assignments.

**I have read and agree to the rules of the tutoring program:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**