

MASSACHUSETTS COLLEGE OF LIBERAL ARTS
LEARNING SERVICES CENTER

TUTORIAL REQUEST FORM

Please Print

Student Name: _____ *Gender: ___ M ___ F A # _____

Campus Box # _____ College Phone # _____ Year of Grad _____ Maj _____

Email address _____

Tutoring Request: Course Name _____

Course # _____ Course Instructor _____

What grade do you feel you would receive without this tutorial? _____

*Date of Birth _____ *Does your mother have a BA degree? ___ Yes ___ No

*Does your father have a BA degree? ___ Yes ___ No

*Do you have a disability? ___ Yes ___ No

If yes, is documentation of this disability on file in Learning Services or Health Services? ___ Yes ___ No

ETHNIC IDENTITY: ___ American Indian ___ Cape Verdean ___ Hispanic/Latino
___ Bi-racial ___ Asian/Pacific Islander ___ Black/African-American ___ White/Caucasian

It is assumed (agreed) that **students requesting a tutorial have discussed their situation with their faculty member. If a course has an assigned TA (teaching assistant), students need to work with that individual instead of requesting a tutor.** Students are responsible for attending all arranged tutorials. Should extenuating circumstances necessitate absence, students must notify tutors prior to the tutorial session.

3 unexcused absences may lead to dismissal from the tutorial group.

COMPLETE THE FORM ON THE REVERSE SIDE

BELOW THIS LINE FOR OFFICE USE ONLY

Course Name _____ Course # _____

Tutor Assigned _____ Placement Date _____

Day/Time/Place _____ Start Date _____

New Group _____ On-going _____ To Be Placed _____

Noted on Group Start List _____ Tutor/Tutee Notified _____

Group File Prepared for Tutor _____ Return to Office Manager _____

Tutor Availability List Updated _____

Roster Book Updated _____

Fam. _____ Inco. _____ Elig. _____ Y B Code _____

MASSACHUSETTS COLLEGE OF LIBERAL ARTS
LEARNING SERVICES CENTER
TUTOR EXCHANGE NETWORK POLICIES & CONTRACT

This contract must be signed by the Tutee and Registration Manager.

TUTEE

1. Tutees are expected to meet with their tutors each week at the designated times. Tutees are responsible to abide by this agreement.
2. Students are expected to attend class and complete homework as assigned by their professors. Tutors will not do tutee's assignments under any circumstances.
3. In order to receive an **excused** absence, tutees are expected to call or e-mail the tutor by noon on the day of the tutorial session if they are unable to attend.
 - C We will assume that once you accrue 3 **unexcused** absences from your contracted sessions that you no longer need tutoring. Absences are calculated from date of assignment.
 - C After three absences your place in the group will be given to another student and you will receive an evaluation form requesting your feedback on the tutorial. We would appreciate your completing the form and returning it to us. If there are any extenuating circumstances surrounding your absences, please contact us.
4. Tutors and tutees have the right to request a change of assignment. Any complaints or problems concerning the Tutorial Services should be brought to the attention of the TEN Program in the Learning Services Center, Freel Library Lower Level, 662-5314 or 5318.
5. Students who drop their class are asked to call the Learning Services Center and withdraw from the tutorial as well.

Since the tutoring program is grant funded, student placement is dependent on:

- 1) Learning Services Center's decision to support the course with a tutoring group.
- 2) Availability of a qualified tutor to lead the group.
- 3) Availability of space for tutees in the group.

Do we have your permission to inform your instructor of your involvement in this tutorial?

Yes ___ No ___

I understand and agree to follow the TEN tutoring policies.

Student=s Signature

Date

Print Student Name

Registration Manager=s Signature

Date

***Information on gender, age, ethnic origin and disability is optional. It is collected for compliance reports in connection with federal regulations pursuant to the Civil Rights Act of 1964, Executive Order 11246 as amended by the Executive Order 11375, and Title IX of the Education Amendments of 1972 and Part 86.45 C.F.R. This is a voluntary action to overcome effects of limited participation. Information will be kept confidential. Refusal to furnish such information will not be used to discriminate in admission or in participation in any of the educational programs or activities offered at Massachusetts College of Liberal Arts.**