

ACADEMIC SUPPORT CENTER – 831-646-4176
PROGRAM POLICIES

STUDENT NAME: _____

I WILL BE MEETING WITH MY TUTOR, _____,

STARTING _____ DAYS, TIME: _____

SUBJECT: _____

Please read and initial each of the following:

_____ I must contact the center office (not the tutor) **at least one hour before** my session starts to cancel tutoring. **831-646-4176** Failure to do so will result in an unexcused absence. If I contact my tutor instead of the office, it is an unexcused absence.

_____ If I cancel a session, I cannot schedule a make-up session.

_____ I understand that I will be dropped from tutoring for the remainder of the semester if I have **two unexcused absences**.

_____ It is my responsibility to come prepared with my book, class notes, completed/attempted homework and a list of questions. If I am not prepared, the session will be cancelled. If I miss a class, it is my responsibility to get class notes and assignments **before** my next tutoring session. Tutors **cannot** reteach material.

_____ If I have 4 consecutive cancellations, I could be removed from tutoring.

_____ Only water is allowed in the tutoring rooms. Failure to comply will result in cancellation of the tutoring session.

_____ In group tutoring, all students should have equal access to the tutor. Disruptive behavior will not be tolerated. If such behavior continues after a warning, I will be dropped from tutoring for the remainder of the semester.

_____ All tutoring must take place in the Academic Support Center unless prior approval has been given by the Coordinator.

_____ Tutoring starts on the hour and lasts **50 minutes**.

I have read, understood and agree to the policies of the Academic Support Center.

Student Signature

Date