

UNIVERSITY ACADEMIC SERVICES

FREE ACADEMIC TUTORING SERVICES AGREEMENT

I understand that by signing the Request for Tutoring to receive services from UAS tutors, I will abide by the following rules and regulations:

1. Tutoring sessions are offered on a first-come, first served schedule. Tutoring appointments begin the third week of classes each semester and continue until pre-finals week.
2. I will make an appointment **no later than 3:00 p.m.** the day before I need a tutoring session by telephone (405) 744-5333 or by coming to the UAS office.
3. To change or cancel a scheduled appointment, I must notify the UAS office or the tutoring coordinator by 3:00 p.m. the day before the scheduled appointment. If I fail to cancel my tutoring session, I will be considered a “no show” and will be charged for the tutoring session (see 6 below).
4. I will be on time for my tutoring appointments. If I am late by more than 15 minutes, my appointment will be cancelled and I will be charged a fee (see 6 below). Any time that I miss due to tardiness is forfeited and will not be added onto the end of the appointment.
5. I understand that I can make a “standing appointment” where I meet with a tutor on a regular basis or I can make appointments as necessary as long as I follow all relevant conditions as listed in this agreement.
6. If I make a tutoring appointment and fail to keep my appointment, a charge of \$7.00 per hour that I was scheduled will be applied to my bursar account.
7. I will regularly attend the class(es) for which I am receiving tutoring.
8. If I withdraw from the class for which I am receiving tutoring or decide I no longer need tutoring, I will notify the UAS office.
9. I will arrive prepared for the tutoring session. I will read the class material, attempt the homework assignments, and prepare questions for the tutor prior to our appointment. Tutors are not expected to re-teach the class, but rather review, clarify, and/or reinforce certain aspects of the subject.
10. A tutoring session can be made for more than one student at the discretion of the tutor. No more than 4 students may participate in a single tutoring session.
11. I will complete an evaluation form at the conclusion of the semester in order to report my experiences with the program.

University Academic Services • 214 Student Union • Stillwater, OK 74078-7040
Telephone: (405) 744-5333 • Tutoring Coordinator: Michael Williams
Student Tutoring Program Assistants: Mari Ann Nishimuta & Jalee Dietrich