



Date of request: _____

Student name: _____

Major: _____

Course: _____

Instructor: _____

*Current course grade: ____

*Exam and quiz grades: _____

*Homework grades: _____

*Number of absences in course/lab: _____

*Frequency of meeting with instructor to discuss difficult content: _____

*Study tables available for the course: _____ Yes _____ No

If yes, number of times attended study tables: _____

List the content areas of the course which will be the focus of tutoring:

When a request for tutoring is received, the Tutoring Coordinator will first contact the instructor of the course to verify that the student has been consistently attending class, completing assignments, and utilizing the support services available through the department (e.g. attending study tables and meeting with the professor). If the professor confirms that the student has been accessing support services available and supports the request for individual tutoring, the LRC will begin to contact tutors to determine if one is available. The LRC will inform you as soon as a potential tutor is identified. In most cases, tutoring is limited to 1-2 sessions per week. Individual tutoring through the LRC is intended to be a time-limited intervention, and one that is utilized in addition to the other support services available. The length of time that individual tutoring will be approved through the LRC will be determined by ongoing, follow-up communication among the student, tutor, instructor, and Tutoring Coordinator.

Even after you begin your help sessions with your tutor; it is very important that you:

- Continue to attend class/lab, and work with your professor
- Continue to attend study tables, if available, as often as possible
- Complete all class and tutoring assignments
- Attend all scheduled tutoring appointments

If you do not attend scheduled classes or tutoring sessions, your tutoring sessions may be discontinued.

Signature _____

Date _____

