STUDENT-TUTOR CONTRACT
Student Academic Support Center, Luther College

<table>
<thead>
<tr>
<th>Student:</th>
<th>Tutor:</th>
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<tbody>
<tr>
<td>Instructor/Course #/ Section:</td>
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<tr>
<td>Semester/Year:</td>
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**Student Responsibilities:**
- Arrive on time for all scheduled appointments. Plan to attend weekly until you no longer need help.
- Come prepared for your sessions by identifying areas in need of clarification ahead of time.
- Provide your tutor with a copy of the class syllabus. Follow the honor code as stated within.
- Go to class and complete all assignments. Be a conscientious and diligent student.
- Utilize other campus resources available to you, such as your professor, advisor, and SASC staff.

**Tutor Responsibilities:**
- Arrive on time for all scheduled appointments.
- Demonstrate knowledge about course content and expectations.
- Assist student to become an independent learner.
- Be attentive to the needs and progress of each student; give appropriate feedback.
- Demonstrate professional behavior at all times.

**Attendance:**
Please plan to attend all scheduled meetings. If you are unable to attend an appointment due to emergency or illness, please communicate this to your tutor or the SASC office as soon as possible.

**Referral to coordinator:** Program participants may be referred to the Tutor Coordinator for reasons including, but not limited to: excessive absences, frequent lateness, inadequate effort, academic misconduct, or personal misconduct. At that time, the contract will be placed on hold, and the student will need to meet with the Tutor Coordinator to discuss whether the contract should continue. While SASC will make every effort to resolve the issue, we reserve the right to cancel tutoring for any participant who fails to comply with the terms of this contract.

**Cancellation:** You may cancel your contract at any time by informing your tutor or the SASC office. Please inform the SASC office if you withdraw from a course in which you are receiving tutoring.

**Set your regular, weekly meeting time here:**

<table>
<thead>
<tr>
<th>Day:</th>
<th>Time:</th>
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Student’s signature  Date

Tutor’s signature  Date

If you have questions about this contract, please contact Jenna Eichberger, Tutor Coordinator, at sasctutor@luther.edu, or contact the SASC office at 563-387-1270.