# 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 #:</td>
<td>Semester/Year:</td>
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## Student Responsibilities:
- Arrive on time for all scheduled appointments. Rescheduling should be reserved for emergency or illness.
- 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.

## Phone usage:
Both students and tutors should put phones away during tutoring. Please set to “Silent” or “Off.”

## Attendance:
Tutoring is intended for students who are willing to commit to weekly sessions. Please plan to attend all scheduled meetings. If you are unable to attend an appointment due to emergency or illness, please communicate with your tutor or SASC as soon as possible. A contract may be placed on “hold” if a student demonstrates any of the following:

- Multiple absences from tutoring sessions
- Lack of effort/lack of preparedness
- Repeatedly late to tutoring sessions
- Personal/academic misconduct

When a contract is on hold, the student must meet with the Tutoring Coordinator. Extenuating circumstances will be taken into account for all contracts that have been placed on hold. Students who fail to correct problematic behaviors may not continue in the program. Tutoring may be cancelled for any reason at the discretion of the tutoring coordinator.

## Cancellation:
You may cancel your contract 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 weekly meeting time here:

| Day: | Time: |

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.