In requesting tutorial assistance from the Office of Supportive Services, TRIO SSS program, I agree to comply with the following terms:

1. Attend all tutorial appointments on time. If I am absent, I will contact my tutor prior to the tutoring session, or in cases of emergencies, as soon as possible after the missed tutoring session.

2. Only two (2) absences will be allowed per semester. After two unexcused absences my appointment time may be assigned to another student.

3. After two absences, I will have one week to meet with the TRIO Coordinator regarding my attendance. If I fail to meet, or if after meeting, I receive another absence, I will forfeit my tutoring appointment for the rest of the semester. If you are terminated from tutoring you may lose your tutorial eligibility for future semesters.

4. Prepare adequately for tutorial sessions. Tutors are to assist you in learning; they are NOT allowed to do your work for you. Homework must be attempted in advance and brought to each session.

5. Attend class regularly and attend the office hours of my professor/instructor or graduate teaching assistant.

6. Come to the Office of Supportive Services, 209 Bessey, and fill out a Change of Status form immediately:
   - if I drop the course
   - if I drop tutoring

7. Notify the TRIO Coordinator, at the Office of Supportive Services, 209 Bessey, immediately if I have any difficulty with my assigned tutor.

8. Complete an evaluation of the Tutorial Program at the conclusion of the semester.

By signing this document, I agree with the terms and will comply accordingly. I further understand that failure to meet these terms will result in termination of tutorial services.

Print Name: _____________________________________________________

Student Signature: ______________________________________________________ Date: ______________________

PID #: _____________________________________ MSU E-mail address: _____________________________________________

TUTORING IS FREE BUT ATTENDANCE IS REQUIRED.