

**OFFICE OF SUPPORTIVE SERVICES
TRIO STUDENT SUPPORT SERVICES PROGRAM**

TUTORIAL ASSISTANCE AGREEMENT

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.