



# TRIO One-on-One Tutor Request

Student Name: \_\_\_\_\_ Student Phone #: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Semester: \_\_\_ Fall \_\_\_ Spring Preferred to be contacted by: \_\_\_ Email \_\_\_ Phone

**To request one-on-one tutoring (max two courses):**

- 1) Student **MUST** be requesting services for a program specific course, no General Ed courses allowed unless approved.
- 2) Student **MUST** have at least taken a quiz and or test to show performance struggles.
- 3) Student **MUST** have demonstrated an **attempt to use the Resource Room and/or CAS**.
- 4) The CAS **MUST NOT** have tutors available in the course requested or have time conflicts.
- 5) Student **MUST** be doing poorly in the class (Grade is below C).

Course Name & Number	Instructor Name	Student Availability	Requested Tutor

Date	Where did you attempt to get help? CAS or TRIO Resource Center?	Staff/Tutor Initials	Documentation of Attempted service /Notes

**By requesting a tutor, you agree to the following (Please INITIAL each statement):**

- \_\_\_\_\_ If a tutor is found, I will meet and develop a schedule to begin tutoring with the tutor, and the tutor coordinator.
- \_\_\_\_\_ If I cannot make a tutoring appointment, I will contact the tutor in advance.
- \_\_\_\_\_ I will be prepared for each tutoring session.
- \_\_\_\_\_ **Progress Reports will be sent to class instructors throughout semester to monitor progress in class.**
- \_\_\_\_\_ **Students are required to attend 3 semester meetings with their TRIO advisor.**
- \_\_\_\_\_ Class attendance is mandatory.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Tutor Assigned: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Request Denied Reason \_\_\_\_\_ Date \_\_\_\_\_