UNIVERSITY TUTORING SERVICES

Student Contract

- Students must be registered in the course for which they request tutoring.
- Students who have received a C or lower on an examination in the course for which they request tutoring will receive priority for tutoring services.
- Students must complete the Request Tutoring form prior to beginning tutoring.
- Communication with UTS will occur via UMMC email. Students should check their UMMC email regularly.
- Neither students nor tutors are allowed to request specific tutoring assignments.
- Face-to-face tutoring services must occur on UMMC’s property (e.g., library, student union). Tutoring services for distance education students must be approved and set up through UTS.
- Tutors are expected to provide tutoring for one subject to groups of two or more students when possible. However, the tutor can provide individual tutoring when only one student has been assigned or if there are extenuating circumstances.
- Students cannot receive more than 25 hours of tutoring per semester. Students are responsible for tracking their hours and not exceeding their limits.
- Students and tutors must arrive on time to tutoring sessions and must provide 24 hours notice when cancelling or rescheduling sessions.
- Students are considered a no show if they do not arrive within 15 minutes of the scheduled session time. Two no shows may result in the loss of tutoring privileges for the remainder of the semester.
- Students must arrive to tutor sessions prepared with specific questions and all necessary study materials.
- Students must verify tutoring sessions they receive electronically as they occur. Students will receive notification via their UMMC email account as their tutors document tutoring sessions. Students are expected to electronically verify whether the recorded tutoring session has been documented correctly upon receiving the notification. Students who do not respond to these notifications by the end of the month may lose tutoring privileges for the remainder of the semester.
- Tutors will only receive payment for students directly assigned by UTS. All tutoring assignments are terminated on the final day of each course.
- Students must complete an evaluation of each tutor upon termination of tutoring services.

By accepting tutoring services, you are agreeing to abide by the rules described above and understand that your failure to do so may result in the loss of tutoring privileges.