

LEHMAN COLLEGE
ACADEMIC CENTER FOR EXCELLENCE (ACE)
TUTORING CONTRACT

(TO BE COMPLETED BY TUTEE AND SUBMITTED WITH TUTORING APPLICATION)

In order to receive tutoring services, I will agree to the following guidelines and responsibilities:

1. **I will attend all classes for the courses in which I am being tutored.** I understand that tutoring is not a substitute for class attendance.
2. **I understand that all regularly scheduled tutoring appointments are 50 minutes long.** Appointments begin on the hour and end at 50 minutes past the hour.
3. **CANCELLATION POLICY: I will notify the Academic Center for Excellence (ACE, tel. 718-960-8175) at least 24 hours in advance, or as soon as possible,** if I am unable to attend a session. Otherwise, I will receive an unexcused absence (no-show). I understand that I may cancel an appointment once per semester. "Cancelling an appointment" means that I call or go to the ACE in advance to inform them that I cannot attend the appointment. If necessary, I may leave a voicemail message with my request to cancel the appointment, my full name, and my appointment time. *After one cancellation, if I do not show up for a weekly appointment or if I must cancel another weekly appointment, my appointment will be dropped from the ACE schedule and I may not request another weekly appointment for the remainder of the semester. I may come in for tutoring on a drop-in basis.*
4. **NO-SHOW POLICY: I understand that one unexcused absence (no-show) will result in the loss of my assigned tutoring time.** If I fail to show up to a scheduled appointment without calling the ACE and speaking with someone or leaving a voicemail message with my full name and appointment time, my appointment will be dropped. *If my appointment is dropped, I may not request another weekly appointment for the remainder of the semester. I may come in for tutoring on a drop-in basis.*
5. **LATE ARRIVAL POLICY: I will be on time for my tutoring appointments.** I will make every effort to contact the ACE if I am running late. I understand that my appointment will remain open until 10 minutes past the hour. After that time, my appointment will become open to another student. If I arrive after 10 minutes past the hour, my appointment will be considered cancelled for that week. *I may meet with my tutor if he or she is still available; if not, I may meet with another tutor if someone else is available.*
6. **DROP-IN TUTORING POLICY: I understand that if I do not have a scheduled appointment, I will be helped on a first-come, first-served basis when and if a tutor becomes available.** Walk-in appointments begin at 10 minutes past the hour.
7. **I will come to my sessions prepared** with the appropriate book(s), notebook, writing utensils and syllabus. I will have made my best effort to read assigned class material and to complete assignments prior to coming to my session.
8. **I will not hold my tutor responsible** for grades I receive on any test or in any class.
9. **I understand that my tutor will not edit or re-write any assignments for me.**
My tutor can *guide me through* an assignment but will not *do* it for me.
10. **I understand that my tutor will not directly assist me with take-home tests or graded problem sets,** unless authorized by the faculty member who gave the assignment.
11. **I understand that my tutor will not do work for me** or help me more than I am willing to help myself.

Tutee Signature

Date

**ACADEMIC CENTER FOR EXCELLENCE (ACE)
TUTORING APPOINTMENT REQUEST**

PLEASE CHECK ONE

- One Time Appointment
Weekly Appointment

Please note: You must enter your CUNYFirst EMPLID so that we can verify your identify as a Lehman student and your eligibility to receive tutoring. Without your EMPLID, this application will not be processed.

Name: _____ **Home-Phone Number:** _____
CUNYFirst EMPLID #: _____ **Cell-Phone Number:** _____
Email Address: _____ **Work Phone** _____

Please indicate the kind of tutoring you need:

- General writing skill General reading skills A specific course

If you are seeking tutoring for a specific course, please fill out the information below. Please specify the department in which the course is offered.

Course: _____ **Instructor:** _____
Section: _____

CHECK ALL DAYS AND TIMES YOU ARE AVAILABLE FOR TUTORING:

The more hours of availability you check, the more quickly you will receive an appointment.

The ACE is open for tutoring Monday - Thursday, 10-7, and Saturday, 10-2.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 am – 11 am					No Tutoring	
11 am – 12 pm						
12 pm – 1 pm						
1 pm – 2 pm						
2 pm – 3 pm						No Tutoring
3 pm – 4 pm						
4 pm – 5 pm						
5 pm – 6 pm						
6 pm – 7 pm						

Note! Tutoring is not available during the times shaded in gray.

Please respond to the questions below by placing a checkmark next to the most appropriate answer.

Who referred you to the ACE for tutoring?

- Self Friend Instructor Other

What is your current status?

- Freshman Junior Graduate Student Non-registered
 Sophomore Senior Transfer Student

If you are requesting reading and/or writing assistance, please indicate the highest level of English Composition completed: _____

*When attending your tutoring session, please bring your assignments, textbook, syllabus, and any other relevant material.

* You may cancel an appointment once during the semester. *If you cancel an appointment more than once, you will be dropped from our schedule and your appointment will be given to someone else. If you fail to show up to a scheduled appointment without calling the ACE and speaking with someone or leaving a message with your full name and appointment time, your appointment will be dropped. If your appointment is dropped, you cannot schedule a weekly appointment for the remainder of the semester. You may, however, come in for tutoring on a drop-in basis.* To cancel, you must call us in advance at (718) 960-8175.

Sign: _____ **Date:** _____

Please fax these completed forms to the ACE at 718-960-7831 or drop off at the Old Gym, room 205.