# FISHER COLLEGE OF BUSINESS
## OFFICE OF DIVERSITY & INCLUSION TUTORING SERVICES
### REQUEST FOR TUTOR APPLICATION

| Name: ___________________________ | ___________________________ |
| Last | First |

| Address: ______________________________________ |
| Street | City | State/Zip Code |

| Phone: ___________________________ | Email: ___________________________ |

| Major: ___________________________ | College/Year (UVC/BUS): ___________________________ |

## Rules for Tutees:

1. Any changes in the meeting will be communicated to the tutor **at least 24 hours** prior to the scheduled session. If the student fails to give this notice he/she will get a **“NO SHOW”** in the record. The result of **TWO “No Shows”** in the same subject will be a loss of the privilege for that particular subject.

2. The student will cooperate with the tutor in order to advance in the learning process by attending lectures, doing the necessary reading and assignments, and seeking help from the instructor/TA and any available help sessions.

3. The student will arrive to the session prepared to explain the subject areas that he/she is having specific problems with.

4. Any problems or complaints about the tutor will be reported to **The Office of Diversity & Inclusion Student Services**, 614-292-1017 or 614-292-9539.

5. The student may not exceed **THREE** hours of tutoring per week on one subject and no more than **TWO** subjects per quarter.

6. The student may not request tutoring for the **same** subject if he/she has received more than **SIX** hours of tutoring **AND** dropped the course.

I understand and agree to follow the rules stated above.

_____________________________  ___________________________
Signature  Date

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**FOR OFFICE USE ONLY:**

Tutor/s________________________

Name:_____________________________  Phone________________________
**Student Requesting Tutoring**

*YOU MUST READ OUR OFFICE POLICY AND ACKNOWLEDGE IT BY SIGNING YOUR NAME IN ADDITION TO ANSWERING **ALL** OF THE QUESTIONS BELOW TO RECEIVE A TUTOR(S).*

**Tutoring services objective:**
To assist minority students in getting the college of business and the students in the College of Business to maintain a healthy GPA by offering tutoring services to the students who are having difficulty with their classes.

**Office Policy:**
In order to receive a tutor, students are expected to:
1. ATTEND ALL LECTURES
2. DO ALL NECESSARY READING ASSIGNMENTS
3. SEEK HIS/HER PROFESSOR/TA FOR HELP

Our office is the last resource students should seek if all of the above criteria are met, but they are still having difficulties with the subject.

**NOTE: OUR TUTORING SERVICES ARE NOT MEANT TO SUBSTITUTE FOR IN-CLASS LEARNING!** Also, due to the limited tutoring personnel, students are NOT guaranteed to receive tutor(s). Priority is given to students who answer all the questions below and meet the above criteria, please state why to the questions below.

My signature below indicates that I have read and understand the office policy.

_________________________________________  ____________________
Signature  Date

Course in which tutoring is requested: ________________________________

Instructor: _______________________________________________________

Specify your reason(s) for requesting a tutor:
______________________________________________________________

1. Is this the first time you requested a tutor from the Office of Diversity & Inclusion Student Services? If not, when was the last time service was received?

2. For the subject(s) requesting to be tutored, have you been attending the lectures and recitations? If not, why?

3. Have you done all the necessary readings and assignments for this particular course? If not, why?

4. Have you met with your instructor/TA/Professor to discuss the difficult concepts? If not why?

_Special note: We reserve the right to revoke any tutoring privileges if the students breaches any of the rules stated on the following page. Also, students are strongly encouraged to sign up for tutoring as soon as he/she encounters difficulties in the subject; Procrastinating until a few days prior to the exam date may result in not receiving a tutor due to the limited availability of tutoring personal._