

# Private Tutoring Guidelines

In order to receive tutorial services, students agree to the following guidelines:

- I will attend all classes for which I am requesting tutoring. Tutoring is not a substitute for class attendance, and can be terminated if I fail to attend class.
- If I accumulate more than one unexcused absence, I must meet with department chair and tutor coordinator if I wish to continue working with a tutor at any time in the future.
- I will come prepared to each tutoring session and bring my books, homework, handouts, syllabi, calculator, or any supplies needed.
- I will maintain professional conduct at all tutoring sessions as described in the Walsh College catalog.
- I will notify my tutor 24 hours in advance if I am unable to attend a session. Only those will be considered excused absences.
- Tutors are assigned as study aids and are not responsible for grades that I receive on exams or in the class. Tutors may guide students through assignments, but will not do your homework.
- If requested, I will complete and return an evaluation of tutoring services. I understand I will not receive tutoring in the following semesters if I do not return this evaluation.
- I will contact [tutoring@walshcollege.edu](mailto:tutoring@walshcollege.edu) if I have any questions, problems, or concerns regarding tutoring.

Tutoring works best when there is effective communication between tutor and student. Be sure to talk to your tutor about the reasons you requested tutoring, so they can assist you more effectively.