

Academic Success Center: Student Peer Tutoring – Terms and Conditions

Indian Hills Community College

For tutoring in subjects other than mathematics or English, we utilize student peer tutors. A frequently updated list of student peer tutors is available at the Academic Success Center. For courses where a tutor is not available, pick up a Tutor Request Instruction form for guidance on obtaining a peer tutor for *any* course.

After you submit the form, an Academic Success Center staff member will contact you via email as soon as possible. There is no guarantee that there will be a peer tutor to serve your course or subject matter. If that is the case, we will contact your instructor for more options, including recommendations for a student peer tutor.

If you acquire a student peer tutor, you will need to contact him/her to set up a first time, date, and place to meet. If you establish an appointment and you cannot make it, you are responsible for letting your tutor know in a timely fashion. Failure to communicate a No Call/No Show for a tutoring session will lead to the following results: 1st Time: Warning; 2nd Time: Losing Tutor Privileges for a Term.

Terms and Conditions for Requesting a Student Peer Tutor

- Student will have studied and/or attempted an assignment, before meeting with tutor.
- Student will have composed questions about specific areas of struggle, before meeting with tutor to receive assistance with those subjects.
- If unable to keep a scheduled appointment, student will text, tweet, email, or call tutor at least two hours before appointment, ensuring tutor knows that student cannot attend.
- Student will abide by Success Center policies and procedures, and IHCC community standards.
- By requesting a peer tutor, student grants his/her permission to share his/her contact information with potential peer tutors.

If student drop the course, he/she must notify tutor, as soon as possible.