

**Office Use Only:**

Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_

# REQUEST FOR A PEER TUTOR

**DEADLINE TO REQUEST A PEER TUTOR  
FRIDAY, NOVEMBER 19**

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Student #: \_\_\_\_\_ Course: \_\_\_\_\_ Instructor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

What is your **preferred** method of contact? (Circle) Phone Email

What would you estimate to be your current grade in this class? \_\_\_\_\_

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**Requests for Peer Tutoring can only be accepted if no other support services are offered for that course, or if you have a class schedule conflict that prevents you from attending *any* of the support services being offered.**

**Requirements for obtaining a Peer Tutor:**

- You must be registered for the course in which Peer Tutoring is requested.
- You must attend all classes and labs associated with the course.
- You must be on time and prepared for your tutoring sessions.
- You must NOT ask your tutor to answer any work that will be graded as this is considered Academic Misconduct (Section 5.11 of University Calendar).
- You must notify your tutor if you are unable to attend a tutoring session. Failure to do so may result in partial or full loss of tutoring hours.
- You must keep the Peer Tutor Supervisor informed of progress and/or problems that arise.

**Frequently Asked Questions:****Is there a Peer Tutor available for my course?**

We are able to offer Peer Tutors for many courses, however there is a possibility that no suitable tutor is available. Please attend all classes and labs associated with your course(s). Make sure to speak with your professor frequently during office hours and request help from them. Laboratory instructors may also be able to assist you.

**I have an exam next week. Can I have a tutor before then?**

You will be contacted within two (2) business days. If we are still searching for a suitable tutor you will be notified at that time.

**How many hours of tutoring can I get?**

Peer Tutoring is offered for a maximum of 2 hours each week. If your tutor agrees, you may 'borrow' an hour from the week after an exam in order to have a little extra exam review.

**Can I get tutoring at my chalet/residence room/apartment/etc.?**

Tutoring is *only* allowed to take place in public or semi-public spaces. Speak with the Peer Tutor Supervisor about spaces that are available to you.

**Can I bring a friend to my tutoring session?**

No. Unfortunately only the student originally set up with the tutor can attend tutoring sessions. If your friend is in the same class and they need help, please refer them to the Learning Centre. They may request a Peer Tutor, however there is no guarantee they will be placed in your group.

**What if I have a friend who can tutor me?**

Anyone can apply to be a Peer Tutor at any time; however, it is not a guarantee that you will be matched with your friend.

**COMPLETE AND RETURN THIS FORM TO THE LEARNING CENTRE AS 234**

<b>Action</b>	<b>Date</b>	<b>Outcome</b>