

University of Maryland School of Nursing

Peer Tutoring Agreement

By utilizing tutoring services through the Office of Academic and Career Success (“OACS”) at the University of Maryland School of Nursing (“UMSON”), **I agree to:**

1. Maintain professional and civil communication in my written and oral communication with any potential tutor or tutor. This includes introductory emails to UMSON faculty, UMSON/OACS staff, and/or UMSON tutors seeking UMSON tutoring services.
2. Keep any agreed upon tutoring appointment(s) and provide adequate (at least 24 hours) notice if I need to cancel unless it is an absolute and unavoidable emergency.
3. Not arrive late to any scheduled tutoring session without adequate (at least 1 hour) notice to the tutor.
4. Not miss any scheduled tutoring session without adequate (at least 24 hours) notice unless it is an absolute and unavoidable emergency.
5. Be matched with another tutor if I violate rules 2, 3, and/or 4 above more than one (1) time. I understand it is up to the tutor’s discretion if they decide to continue tutoring me after I have canceled, missed, and/or shown up late to a session without adequate notice more than one (1) time.
6. Be respectful of my tutor or tutors’ time and not request sessions with less than adequate notice. Every tutor has different scheduling demands, and it is at the discretion of the tutor as to how much notice they require for requesting a session.
7. Prepare in advance for my scheduled tutoring session(s). **“Being prepared” means** reading the textbook or other course readings, reviewing course materials such as the PowerPoint from lecture, and/or other readings/assignments given by the instructor and/or my tutor. I understand that if I come to two (2) sessions unprepared, my tutor reserves the right to ask that I seek tutoring with another tutor.
8. Seek out assistance from my course instructor(s), my academic advisor, and/or the OACS if I am having difficulty meeting these requirements but believe my circumstances are such that I should be granted an exception from the policy/policies listed above and should still be permitted to receive tutoring through UMSON.

I recognize that if I violate any of the above rules, it is at the discretion of the Assistant Director or Director of OACS to determine whether I am eligible to continue receiving tutoring services through UMSON. I recognize that receiving free tutoring services through UMSON is a privilege and one that can be revoked should I violate any of the policies listed above.

By seeking tutoring services provided free of charge to students through the OACS at UMSON, I agree to the above policies and the consequences for violating any such policies. If I have questions or concerns, I will contact:

(Baltimore students): Katie Lamp at [klamp@umaryland.edu](mailto:klamp@umaryland.edu)

(Shady Grove students): Laura El Shafei at [lelshafei@umaryland.edu](mailto:lelshafei@umaryland.edu)