The Nelson and Michele Carbonell Academic Center
Department of Athletics and Recreation

Request for Academic Assistance

Name: ____________________________ Date: ____________________________

Phone: ____________________________ Email: ____________________________

Sport: ____________________________ Year in School (circle one): FR SO JR SR

Course Number (e.g. Econ 1011): ____________________________

Course Title (e.g. Intro to Economics): ____________________________

Professors Last Name: ____________________________

To Request a Tutor

1. Fill out the above information. Read the agreement and sign and date the bottom of this page.
2. Obtain the professor’s signature on the back of this page.
3. Return this completed form to the Academic Support staff in the Carbonell Center.
4. We will contact you by email with your tutor’s contact information. It is then your responsibility to contact the tutor to set up a convenient time and place for both you and your tutor to meet.

Academic Support Program Student and Staff Agreement

We agree to give you academic support. You agree to the following activities that are essential to your success:

✓ Regular attendance: Attend all scheduled classes, tutoring, and study sessions. If you cannot attend due to illness or an emergency, be sure to contact the professor or tutor 24 hours before your sessions.
✓ Meet regularly with your tutor: Failure to show up for a tutoring session without prior notification may result in the loss of tutoring privileges.
✓ Prepare: Complete assignments before class and tutoring sessions.

I agree to maintain these academic behaviors and understand that I may be required to meet weekly with an academic support advisor. Failure to adhere to the above agreement may result in the loss of tutoring privileges.

Student Signature ____________________________ Date ____________________________
From: Danya Ellman  
Assistant Athletics Director for Educational Support Services  
The Nelson and Michele Carbonell Academic Center  
dellman@gwu.edu  
(202) 994-2495

This student has requested tutoring for your class. In order to best meet the needs of this student, I have asked that s/he meet with you to clarify specific content areas that s/he needs to more fully comprehend and to discuss other suggestions for improvement.

Before I can approve tutoring for this student, I need to know if s/he is making a reasonable effort to succeed in this course. Please fill in the following:

Attends class regularly...........................................YES  
Completes assignments on time.................................YES  
Seeks help from professor or TA................................YES  
Takes all exams and quizzes on time.............................YES

Additional comments or suggestions:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Professor Signature                        Date

Office Hours: ____________________________
Email: _________________________________
Phone: _________________________________