

PAS Program Student Tutoring Policy and Procedure

Policy

PAS program students at academic risk are offered peer tutoring services using the following procedure:

1. The College of Health Professions (CHP) provides funds for tutoring for PAS students at academic risk during the didactic phase of the program.
2. The PAS Student Academic Life (SAL) Committee identifies potential tutors who:
 - a. Have successfully completed the course they are applying to tutor.
 - b. Are in good academic standing.
 - c. Are effective communicators.
 - d. Are willing to provide a minimum of three hours of structured tutoring per week for the remainder of the semester.
3. Tutors meeting the above criteria are hired through CHP Dean's office.
4. Hired student tutors complete FERPA training and are given access to Blackboard course(s) by the Instructor of Record.
5. Students who are at academic risk are identified if they:
 - a. Score below 65.00% on one non-PAS course written examination or <70.00% on one PAS course written examination.
 - b. Score below 75.00% for a non-PAS course written examination or <80.00% for a PAS course written examination on two or more occasions in one course.
 - c. Do not meet academic standards for a PAS program course at the end of a semester.
 - d. Are identified by their PAS program academic advisor.
6. Students at academic risk are offered tutoring services based on tutor availability.
7. The PAS student tutors and students at academic risk determine a mutually agreeable time to meet for a minimum of three hours each week.
8. Student tutors provide a summary of the tutoring sessions after the semester to the PAS SAL Committee, who shares it with the PAS Department Chair (DC), PAS Program Director (PD), and the PAS Traverse City Assistant PD.
9. PAS students who receive tutoring receive a brief survey to provide feedback on the tutoring process after the tutoring period.