



Administrative Policy

Policy Title:	Tutoring Services
Policy Number:	2404
Date Adopted:	02/08/2012
Version:	4.0
Review Cycle:	Annually
Date Last Reviewed:	11/13/2019
Office Responsible:	Center for Student Success
Reviewing Committee:	Customer Focused
Related Policies:	NA
Related Laws:	NA
Related Code of Regulation:	NA

Policy Summary:

Jackson College is committed to providing students the opportunity to achieve academic success. To this end, the College provides tutoring services free of charge to currently enrolled JC students.

Scope:

This policy applies to all students actively seeking tutoring services from the College.

Definitions:

1. Qualified Student Tutor:
 - a. A JC Student who is seeking employment as a tutor must have successfully complete courses in which they wish to tutor with a 3.5 or higher and maintain a cumulative GPA of 2.5 or higher.
 - b. Student tutors must be enrolled in six credits or more at JC during their term of employment.
2. Qualified Faculty Support:
 - a. CSS/Writing Lab Faculty - Bachelor's degree in English, Master's degree preferred; experience in the teaching of English may be substituted for the advanced degree when appropriate.

Policy Statement:

JC shall make every reasonable effort to identify, recruit, and employ qualified tutors.

Tutors may not be available for all JC courses. Reasons may include but are not limited to:

- Lack of qualified candidates (e.g. new programs, new courses, or courses that are offered infrequently).
- Program commitments may not allow for student employment (e.g. second admit program students).

The Center for Student Success shall develop and maintain procedures for obtaining referrals, completing the application process, and determining eligibility to become a tutor in a timely and supportive manner.

Change Log

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
2/8/12	1.0	Initial policy	C. Bosheff
4/22/15	2.0	Name Changes, qualifications changes	M. Bouman
7/1/2016	3.0	Grammar and Syntax Changes	M.Bouman
10/31/2019	4.0	Grammar and Syntax Changes	M.Bouman