



University Policy Statement

**UPS 410.100**

**STUDENT-TO-STUDENT TUTORIALS**

1. The student-to-student tutorial is a course that provides an instructor-supervised way for students to reinforce their understanding of academic content through teaching other students individually or in small groups. The student-to-student tutorial is a high-impact practice that provides an intensive learning experience. It is expected that the tutoring students will not only increase their mastery of subject matter but also develop their communication and interpersonal relationship skills.
2. The student-to-student tutorial has a pedagogical purpose and therefore shall not be used to employ students to assist faculty members in their work, including office hours, teaching classes or sections thereof, serving as substitutes for one or more class meetings, engaging in research, or grading.
3. Student-to-student tutorials shall be numbered 296 at the lower-division level and 496 on the upper-division level. Given the personal nature of these courses, student-to-student tutorials shall include “consent of the instructor” in their prerequisites. Student-to-student tutorials that are numbered 496 shall not be available for credit on graduate study plans.
4. A department electing to offer a student-to-student tutorial shall devise a general study plan that lays out the expectations and organization of the tutorial course and how those requirements will be satisfied. The study plan must establish clear grading criteria linking tutoring performance to the student’s final grade for the course. In addition, instructor and tutor shall design, in writing, particular study plans that outline how the educational needs of the individual students to be tutored (also called "tutees") will be met.
5. To deepen the learning experience of the tutor, it is expected that the tutor submits a written report that analyzes and evaluates the tutorial experience as part of the requirements of the course.
6. It is the responsibility of the instructor to hold the tutor to a standard that meets the learning needs of the tutees and respects student privacy rights as outlined in the Family Educational Rights and Privacy Act (FERPA). To this end, the instructor shall supervise the tutoring process and assess the tutor’s performance in a timely manner so that effectiveness is enhanced and, if appropriate, suggestions for improvement and/or remediation are offered.
7. Three hours of work per week are expected for each unit of credit earned in the course. This work may include activities such as preparing for the tutorials, preparing written reports, and consulting with the instructor in addition to contact hours with tutees.

8. The tutees assigned to a tutor shall be limited to a number that allows for individual and personal interaction with the tutor and ensures that the tutees' learning needs are met. The number of tutees shall be in relation to the number of credit hours being earned by the tutor. This number shall be determined by the instructor with the consent of the department chair.
  
9. Student-to-student tutorials may be taken for letter grade or credit/no credit. No more than three units of any combination of tutorial courses (296 or 496) may count toward an undergraduate degree program. Under no circumstances shall credit be granted for having been tutored.

Source: University Curriculum Committee

**EFFECTIVE DATE: November 21, 2024**

Supersedes: UPS 410.100 dated 1-29-15  
and ASD 14-146