Request for New Tutoring Services

Requests for new tutoring services, in addition to the College's current ones, require that the individual/department submit a proposal detailing the new initiative.

Guidelines for Submitting a Proposal:

1. Requests for new tutoring should reflect goals and objectives that are aligned with the institutional goals of SUNY Canton. In general, these include: retention, decreased failure rates, and providing support in courses that have historically DFW rates.
2. Requests must be submitted to the Dean of the appropriate school by **March 1st** prior to the academic year (AY) in which they will be made available. This will allow adequate time for review and budget planning.

Proposal Information:

Applicant's Name: _____

The tutoring services being proposed:

   a. Lab, groups, etc. _____
   b. The amount of assistance needed; estimated weekly hours, type of accessibility and number of tutors required to effectively meet the needs of the students.
   _____
   c. Does this tutoring need to be in person, virtual, or both? _____

Proposed start date: _____

The cohort of students who will be eligible to access the proposed tutoring services:

   a. Provide the estimated number of students who will meet these criteria per AY.
   _____

Goals and objectives which will be met by offering these students tutoring:
_____

Proposed funding source *(for help in building your budget, please contact Betsy Rohr-Adams, Director for the Grants Office)*

   a. Estimated cost. _____
   b. What resources your department has to contribute including: financial resources, materials, space, furniture and potential staff for the project?
   _____

How the effectiveness of the new service or lab will be evaluated:
_____

Review/Approval

_____

Dean/Date

The Betty J. Evans Tutoring Center currently offers the following tutoring services:

- STEM (**S**cience, **T**echnology, **E**ngineering, **M**ath) Lab
- Writing Center
- Business & Accounting Lab
- Late Night Learning Lab*

*If there is a specific area or topic that you would like to see covered in the Late-Night Learning Lab, please submit a request directly to the Director of Tutoring Services by August 1st before the start of the AY.

Note: All tutoring services provided by the Betty J. Evans Tutoring Center are available in person in the Learning Commons or virtually via Microsoft Teams.