LATTC LEARNING SKILLS CENTER

Room: C-102 Phone: (213) 763-3738

Tutoring Course Waiver Request Form

According to title V, Section 58170c, all tutors must successfully complete instruction in tutoring methods (Education 6) and the use of appropriate written and mediated instructional materials, including supervised practice tutoring. *However, this requirement may be waived by the chief instructional or student services officer on the basis of advanced degrees or equivalent training.*

For each term you are requesting a waiver based on an advanced degree or equivalent training, you are required to fill out this form. Please note that if this waiver is granted, it is only valid for the term indicated below. After the expiration of the term, all tutors must still successfully complete instruction in tutoring methods and the use of appropriate written and mediated instructional materials, including supervised tutoring.

I. Prospective Tutor's Name (Print): _____

II. Waiver Term: Fall Winter Spring Summer ***Year:*** _____
(Circle One)

III. Rationale for Waiver: (Check One) _____ Advanced Degree _____ Equivalent

IV. Training

You must (a) provide a summary of your advanced degrees or equivalent training in tutoring and (b) attach documentation, such as transcripts or certificates to this form. You may use additional sheets if necessary.

Summary of Advanced Degree

Name of Institution	Location	Major or Subject	Diploma or Degree Earned	Date from (mo./yr.)	Date to (mo./yr.)

Summary of Equivalent Training in Tutoring

Name of Course, Workshop, or Seminar	College or Organization	Subject Area	Date from (mo./yr.)	Date to (mo./yr.)

----------*(Do Not Write Below This Line. For Official Use Only.)*----------

_____ Granted _____ _____

_____ Denied *Signature of Chief Instructional or Student Services Officer* *Date*