Under special circumstances a student may register on a tutorial basis for a course listed in the catalog when that course is not among the regular offerings of that semester.

The following regulations apply to all Tutorial Studies:

- A student must give valid reasons why registration for the course cannot be postponed until the semester when it is regularly scheduled.
- The course must be completed within the term in which the student registers for it.
- It must be subject to the supervision of the instructor during that term.
- When completed, the course must be given a regular semester letter grade.
- Regular courses shall not be taken on a tutorial basis during the interim term.
- The material must not be the same as a course offered during the same semester unless there are conflicts which prohibit the student from taking the course.

Eligibility:

To be eligible to register for a regular course on a tutorial basis a student must:
- Hold junior, senior, or graduate status.
- Have a cumulative grade point average of at least 3.0.
- Have completed all of the prerequisites for the course.

List the courses taken in this department.

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**Student**: State the circumstance and reasons for requesting this arrangement.

**Instructor**: State the nature and amount of supervision involved and the basis for determining the student’s level of achievement.

Student Name ___________________ Student No. _________ Class Level _____ Cum GPA ______

E-mail Address_____________________

**COURSE INFORMATION:**

Dept/No. _________ Term _______ Title ____________________ Sem. Hrs. ____________

**APPROVAL:**

Instructor Signature: ___________________ Printed name: ___________________ Date ______

Department Chair: ___________________ Printed name: ___________________ Date ______

Registrar ___________________ Date ______