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.

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 ______