

TUTORIAL REQUEST FORM

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.

_____/_____
dept. & number grade dept. & number grade dept. & number grade

_____/_____
dept. & number grade dept. & number grade dept. & number grade

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 _____