TUTORIAL STUDY
Request Form

Tutorials may be given only in courses listed in the Catalog other than Independent Study. Tutorials are to be requested only in rare instances; e.g., if a course is required, but will not be offered before graduation. Therefore tutorials are aimed at seniors seeking to complete requirements for a major, minor or certificate. Tutorials require the same number of contact hours as regular courses [specify] and the permission from all the individuals below. Please submit an excerpt on how these minutes are going to be accomplished.

Student Name: __________________________________________________________________

Student Identification Number (SID): ____________________________________________

Student Status (Please Circle): Freshman Sophomore Senior

Semester for which request is being made: ________________________________

Course #: ___________________________ Credits: __________________

Course Title: __________________________________________________________________

Detailed Reason for Request (including extenuating circumstances):

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

To be Completed by Supervising Professor:

Multiple students in Tutorial? ___________ If yes, make sure that each student uses the same exact course title when submitting the request form.

Print Name of Student Signature of Student Date

Print Name of Supervising Professor Approval of Supervising Professor Date

Print Name of Department Head Approval of Department Head Date

Print Name of School Dean Approval of School Dean Date

Print Name of VPAA Approval of VPAA Date

Revised 2/15/2017