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: ____________________________________________________________

Last       First       Middle

Student Identification Number (SID): ________________________________________

Student Status (Please Circle): Freshman    Sophomore    Junior    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.

____________________________________ Signature of Student  Date

____________________________________ Approval of Supervising Professor  Date

____________________________________ Approval of Department Head  Date

____________________________________ Approval of School Dean  Date

____________________________________ Approval of VPAA  Date

Revised 7/9/2013