

# 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: \_\_\_\_\_  
Semester

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