



APPLICATION FORM FOR TUTORIAL COURSE

Definition: A Tutorial provides the opportunity for a student to complete a regular course at a time when it is not offered in the University's schedule. All regular academic regulations shall apply to Tutorials.

Procedure: To initiate a Tutorial, the student must display a special need for the proposed course, e.g., the course is needed to allow the student to complete the degree at a particular time, or it is needed to allow the student to arrange a sequence of courses so that the degree may be completed at a particular time. If the appropriate faculty member, department chairperson and Dean agree that the need exists, and the student will be registered under the regular catalog number in the course.

Student Name: _____

ID #or SS#: _____ **Day or Evening Status:** _____ **Semester Enrolled** _____

Tutorial Course Applying For: _____ **Major:** _____

Reason for Special Need: _____

Name of Faculty Supervisor (PLEASE PRINT): _____

(Signatures of Approval):

Faculty Supervisor: _____ **Date:** _____

Department Head: _____ **Date:** _____

Associate Dean: _____ **Date:** _____
(Undergraduate University)

Distribution of Copies:

- Original to Registrar's Office
- Copy to Associate Dean of Undergraduate University
- Copy to Faculty Supervisor
- Copy to Student