

## TUTORIAL REQUEST FORM

### Procedure

Once a student has discussed a tutorial topic with her advisor, she should consult the chair of the department and explain the nature of the tutorial she is considering. The department chair will then grant or deny the tutorial. If permission is granted, the student will seek out a faculty member who will accept the tutorial and, with the student, complete this form as explicitly as possible. The form must be signed by the instructor, department chair, advisor, and student and submitted to the registrar's office.

Each student taking a tutorial, regardless of the number of students involved, must submit a separate request form.

<b>Tutorial Title:</b> _____
<b>Brief description of material to be covered:</b>

<b>Name of student</b>		<b>Grade</b>	9	10	11	12
<b>Name of instructor</b>		<b>Academic Department</b>				
<b>Duration</b>	fall          spring          year	<b>Units</b>	1/4	1/2	1	
<b>Periods and location of class</b>						
<b>Grading Option</b>	A - No Credit          Credit - No Credit					
<b>Dated Signatures</b>	Instructor					
	Department Chair					
	Advisor					
	Student					
<b>Date submitted</b>						
For Registrar's use	Course number assigned			Academic year 2008-2009		