

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.

Tutorial Title: _____
Brief description of material to be covered:

Name of student		Grade	9	10	11	12
Name of instructor		Academic Department				
Duration	fall spring year	Units	1/4	1/2	1	
Periods and location of class						
Grading Option	A - No Credit Credit - No Credit					
Dated Signatures	Instructor					
	Department Chair					
	Advisor					
	Student					
Date submitted						
For Registrar's use	Course number assigned			Academic year 2009-2010		