

Name _____ (last name) _____ (first name) Student ID # _____

Student Signature _____ Date _____

Requests for Tutorials must be approved by the Registrar, the Chairperson of the Department, and the Faculty member with whom the tutorial is to be taken. Students are required to register for a tutorial course by the last day to add courses.

Note: Tutorials will be granted only in exceptional situations.

Preliminary discussions should be held with the Registrar prior to processing this application.

DEPARTMENT _____ Course # _____

Course Title _____ # Credits / # Units _____

Semester and year course(s) will be taken: _____ Summer _____ Fall _____ Spring YEAR _____

Instructor Signature _____ Date _____

Instructor Name (Please Print) _____

Reason(s) for offering this course on a tutorial basis:

Department Chair Signature _____ Date _____

APPROVED _____ DISAPPROVED _____

Registrar Signature _____ Date _____

APPROVED _____ DISAPPROVED _____

THIS FORM IS TO BE FORWARDED TO THE REGISTRAR FOR APPROPRIATE ACTION.