

Pacifica Graduate Institute

Academic Tutorial Request and Contract

- ✓ Academic tutorials must be completed within one year of the original course date.
- ✓ Negotiate the terms and conditions of the tutorial with the instructor of the course, then complete this form and obtain the instructor’s signature.
- ✓ The instructor will send the contract to the Registrar.
- ✓ The tutorial begins the first day of the month and ends the last day of the month.
- ✓ A new contract is required each month.
- ✓ The Registrar will send a copy of the contract to the Business Office.
- ✓ The Business Office will apply the fee to the student’s account for the calendar month of the tutorial.
- ✓ Tutorial work and Grade Change Form should be submitted to the instructor by the end of the calendar month.
- ✓ The instructor will submit the tutorial work and Grade Change Form to the Registrar.

Student Name _____ Track _____

Reason for Requesting Tutorial:

____ Course Course # _____ Title: _____

____ Retake Oral Exam ____ Retake Written Exam

____ Complete doctoral dissertation concept paper

Start Date: _____ (month,day,year)

Completion Date _____ (month,day,year)

Supervising Instructor/Faculty Advisor: _____

Objectives for completing tutorial work: _____

Student Signature: _____

Instructor Name: _____

Instructor Signature: _____

____ Approved Registrar’s Signature: _____ Date: _____

____ Returned to Faculty _____