

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: (mm/dd/year)
Completion Date (mm/dd/year)

Supervising Instructor/Faculty Advisor: _____

Objectives for completing tutorial work:

Student Signature: _____

Instructor Name: _____

Instructor Signature: _____

Approved Registrar's signature: _____ Date: _____

Returned to Faculty _____