

Pacifica Graduate Institute

Extended Academic Tutorial Request and Contract

- ✓ Extended academic tutorials must be completed within two years of the original course date.
- ✓ Negotiate the terms and conditions of the tutorial with the instructor of the course, then complete this form and send to the instructor.
- ✓ The instructor will send the contract to the Registrar.
- ✓ The extended academic tutorial covers a three calendar month period.
- ✓ A new contract is required for any additional time.
- ✓ 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 extended academic tutorial.
- ✓ Tutorial work and Grade Change Form should be submitted to the instructor by the end of the three calendar month period.
- ✓ The instructor will submit the tutorial work and Grade Change Form to the Registrar.

Student Name _____ Track _____

Course # _____ Title: _____

Quarter and Year enrolled in class: _____

Start date: _____ (Month) _____ (Date)

End date: _____ (Month) _____ (Date)

Supervising Instructor/Faculty Advisor: _____

Objectives for completing tutorial work: _____

Student Signature: _____

Instructor Name: _____

Instructor Signature: _____

____ Approved Registrar's signature: _____ Date: _____

____ Returned to Faculty _____
