



STUDENT INFORMATION

Student Name:		Date:	
Telephone:		Track:	

CONTRACT INFORMATION

I, the undersigned, request an Academic Tutorial for the following reason (please check one) for the following time period:

Academic Tutorial Type

- Course: Course ID #: _____ Title: _____
- Preparation to retake my:
 - Comprehensive Written Exam
 - Oral exam
- Complete Doctoral Concept Paper

Objectives

Objectives for Completing Tutorial Work:

Start Date _____ Due Date _____
(first day of month) (last day of month)

Instructor/Advisor _____

Academic tutorial must be completed within one year of the original course date.

Prior to beginning the tutorial, discuss terms and conditions of the tutorial with the instructor, then complete this form and submit to the instructor.

Prior to beginning the tutorial, the instructor will sign and submit the form to the Registrar.

Tutorials begin the first day of the month and end the last day of the month. A new contract is required if coursework is not submitted by the last day of the month.

Submit your tutorial work and a Grade Change Form to the instructor by the due date.

The instructor will submit the tutorial work and Grade Change Form to the Registrar.

Revised: 6/2016

This completed and signed form must be submitted to the Registrar's Office prior to beginning the tutorial.

Required Signatures:

Student _____ Date _____

Instructor _____ Date _____

Registrar _____ Date _____

- Approved
- Returned to faculty
- Reason for return _____