



STUDENT INFORMATION			
Student Name:		Date:	
Telephone:		Track:	

CONTRACT INFORMATION	
I, the undersigned, request an Extended Academic Tutorial for the following time period:	
<p>Extended Academic Tutorial Information</p> <p>Course Information:</p> <p>Course ID #: _____ Title: _____</p> <p>Quarter/Year Course Originally Taken: _____</p> <p>Start Date _____ Due Date _____ <small>(first day of month) (last day of third month)</small></p> <p>Instructor Name _____</p>	<p>Objectives</p> <p>Objectives for Completing Tutorial Work:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

<p>Extended academic tutorials must be completed within two years of the original course date.</p> <p>Prior to beginning the tutorial, discuss terms and conditions of the extended tutorial with the instructor, then complete this form and send to the instructor.</p> <p>Prior to beginning the tutorial, the instructor must sign and submit the form to the Registrar.</p> <p>Extended tutorials are a three month contract, beginning the first day of the month and ending the last day of the third month. A new contract is required if additional time is needed to complete the coursework or if the course did not receive a passing grade.</p> <p>The Registrar will send a copy of the contract to the Student Accounts Office for billing.</p> <p>Submit your tutorial work and a Grade Change Form to the instructor by the due date.</p> <p>The instructor will submit the tutorial work and Grade change form to the Registrar.</p> <p>Revised: 7/2017</p>	<p>This completed and signed form must be submitted to the Registrar's Office <u>prior</u> to beginning the tutorial.</p> <p>Required Signatures:</p> <p>_____ Student Date _____</p> <p>_____ Instructor Date _____</p> <p>_____ Registrar Date _____</p> <p>Approved <input type="checkbox"/></p> <p>Returned to faculty <input type="checkbox"/></p> <p>Reason for return _____</p>
--	---