PACIFICA GRADUATE INSTITUTE

Academic Tutorial Request and Contract

STUDENT INFORMATION			
Student Name:		Student ID Number:	
Telephone:		Track:	

CONTRACT INFORMATION

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

Academic Tutorial Type

☐ Course: Course ID #:_____ Title: _____

☐ Preparation to retake my:
☐ Comprehensive Written Exam ☐ Oral exam

☐ Complete Doctoral Concept Paper

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

Instructor/Advisor _____

Objectives

Objectives for Completing Tutorial Work:

_____
_____
_____
_____
_____
_____
_____
_____
_____

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 or remediated 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: 6/2018

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

<u>Required Signatures:</u>

_____ _____
Student Date

_____ _____
Instructor Date

_____ _____
Registrar Date

Approved ☐
Returned to faculty ☐
Reason for return _____