



STUDENT INFORMATION

Student Name:		Date:	
Student ID Number:		Track:	

CONTRACT INFORMATION

I, the undersigned, request an Extended Academic Tutorial for the following time period:

Extended Academic Tutorial Information

Objectives

Course Information:

Objectives for Completing Tutorial Work:

Course ID #: _____ Title: _____

Quarter/Year Course Originally Taken: _____

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

Instructor Name _____

Extended academic tutorials must be completed within two years of the original course date.

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.

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

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.**

The Registrar will send a copy of the contract to the Student Accounts Office for billing.

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 prior to beginning the tutorial.

Required Signatures:

Student Date

Instructor Date

Registrar Date

Approved

Returned to faculty

Reason for return _____