



**STUDENT INFORMATION**

Student Name:		Student ID Number:	
Telephone:		Track:	

**CONTRACT INFORMATION**

I, the undersigned, request an Academic Tutorial for the following reason (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

**Objectives**

Objectives for Completing Tutorial Work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date \_\_\_\_\_ Due Date \_\_\_\_\_  
(first day of month) (last day of month)

Instructor/Advisor \_\_\_\_\_

**You must begin an academic tutorial within one year of the original course term.**

**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 on or before the due date.

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

Revised: 8/2020

**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 \_\_\_\_\_