



**Extended
Academic Tutorial
Request & Contract**

STUDENT INFORMATION

Student Name:		Date:	
Student ID Number:		Track:	

CONTRACT INFORMATION

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

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 _____	_____

You must begin an extended academic tutorial 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 on or before the due date.

The instructor will submit the tutorial work and Grade change form to the Registrar.

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 _____

Revised: 8/2020