



**STUDENT INFORMATION**

|               |  |                    |  |
|---------------|--|--------------------|--|
| Student Name: |  | Student ID Number: |  |
| Telephone:    |  | Track:             |  |

**CONTRACT INFORMATION**

I, the undersigned, have reviewed the tutorial policy and 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tutorial Start Date \_\_\_\_\_ Tutorial 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 no later than the last day of the month. A new contract is required if additional time is needed or if the coursework did not receive a passing grade.**

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: 8/2022

**This completed and signed form must be submitted to the Registrar's Office prior to beginning the tutorial.**

If emailing form, student must submit this form from their My.Pacifica.edu student email account.

**Required Signatures:**

\_\_\_\_\_  
Student Date  
 I certify that my typed name is my authorized signature

\_\_\_\_\_  
Instructor Date

\_\_\_\_\_  
Registrar Date

- Approved
- Returned to faculty
- Reason for return \_\_\_\_\_