



Academic Tutorial Request & Contract

		STUDENT INFORMATIC	N		
Student Name:		Studer Numb	-		
Telephone:		Track:			
		Contract Information			
I, the undersigned, have re one) and time period:				I for the following reason (check	
Academic Tutorial Type				Objectives Objectives for Completing	
Course: Course I) #: Tit			torial Work:	
Preparation to re	etake my: ive Written Exam	Oral exam			
Complete Docto	ral Concept Pap	er			
Tutorial Start Date	Tutorial day of month)	Due Date (last day of mo	nth)		
Instructor/Advisor _					
You must begin an academic tutorial within one year of the original course term.		This completed and signed form must be submitted to the Registrar's Office <u>prior</u> to beginning the tutorial. If emailing form, student must submit this form from their My.Pacifica.edu student email account. Required Signatures:			
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 a passing grade was not received for the tutorial.		Student		Date	
		☐ I certify that my typed name is my authorized signature			
		Instructor		Date	
Submit your tutorial work and a Grade Change Form to the instructor on or before the due date.					
The instructor will submit the Grade Change Form to the Registrar. Revised: 8/2023		Registrar Approved Returned to facul Reason for returr		Date	