



**STUDENT INFORMATION**

Student Name:		Date:	
Student ID Number:		Track:	

**CONTRACT INFORMATION**

I, the undersigned, have reviewed the tutorial policy and request an Extended Academic Tutorial for the following:

**Extended Academic Tutorial Information**

Course Information:

Course ID #: \_\_\_\_\_ Title: \_\_\_\_\_

Quarter/Year Course Originally Taken: \_\_\_\_\_

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

Instructor Name \_\_\_\_\_

**Objectives**

Objectives for Completing Tutorial Work:

**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 no later than the last day of the third month. A new contract is required if additional time is needed to complete the coursework or if the tutorial 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 (registrar@pacifica.edu) within 3 weeks from the due date.

Revised: 8/2024

**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  
I certify that my typed name is my authorized signature

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

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