



Academic Tutorial Request & Contract

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

Tutorial Start Date _____ Tutorial Due Date _____
(first day of month) (last day of month)

Instructor/Advisor _____

Objectives

Objectives for Completing
Tutorial Work:

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 a passing grade was not received for the tutorial.

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.

A maximum of 2 tutorials are permitted to remediate a failing grade. Requests for additional tutorials require Education Council approval.

Revised: 10/2026

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 _____