



STUDENT INFORMATION

Student Name:		Date:	
Telephone:		Track:	

CONTRACT INFORMATION

I, the undersigned, request an Academic Tutorial for the following reason (please check one) for the following time period:

Academic Tutorial Type

This form must be submitted prior to beginning the tutorial

☐ Course: Course ID #: _____ Title: _____

☐ Preparation to retake my:

☐ Comprehensive Written Exam ☐ Oral exam

☐ Complete Doctoral Concept Paper

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

Instructor/Advisor _____

Objectives

Objectives for Completing
Tutorial Work:

**Academic tutorial must be completed
within one year of the original course date.**

Prior to beginning the tutorial, discuss
terms and conditions of the tutorial with the
instructor, then complete this form and send 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 the last day of the month. A new
contract is required if coursework is not
submitted by the last day of the month.**

Submit your tutorial work and a Grade
Change Form to the instructor by the due date.

The instructor will submit the tutorial work
and Grade Change Form to the Registrar.

Required Signatures:

Student Date

Instructor Date

Registrar Date

Approved ☐

Returned to faculty ☐

Reason for return _____