



**DEPARTMENTAL TUTORIAL REQUEST**

Graduate students and undergraduate students with junior or senior standing may request to take a required course as a tutorial when class scheduling precludes them from taking the course during a term or time when it is offered. Only courses that are needed as a major, minor, or degree requirement will be considered for approval.

**TO BE COMPLETED BY THE STUDENT**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Are you a junior \_\_\_\_\_, senior \_\_\_\_\_, or graduate \_\_\_\_\_ student? (Mark the answer with an X)

What requirement will this course fulfill? (e.g. major) \_\_\_\_\_

Department: \_\_\_\_\_ Course No.: \_\_\_\_\_

Title: \_\_\_\_\_ Number of Credit Hours: \_\_\_\_\_ Term: \_\_\_\_\_

Sign this form after your instructor has completed the next section and you have discussed the course details.

**TO BE COMPLETED BY THE TUTORIAL INSTRUCTOR**

Rationale for the Request

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Please attach a complete course syllabus including updated class meetings times.

If a classroom is needed for the tutorial, please contact the Registrar's Office with details.

**SIGNATURES** (in the order indicated below)

1. Student's Signature \_\_\_\_\_ Date \_\_\_\_\_
2. Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_
3. Major/Program Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

The department chair of the program offering the course submits the form to the appropriate academic dean after reviewing the request. If the request is approved by the dean, it is the department chair's responsibility to submit a contract request for the faculty member offering the tutorial, if appropriate.

4. Department Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_
5. Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

After evaluating the request, the dean will notify the final decision to all parties involved via Clarke email.