

INDIVIDUAL TUTORIAL APPLICATION

TO BE COMPLETED BY THE STUDENT:

Student's Name _____ Current Term _____

List courses previously studied in the discipline:

List courses previously studied with this instructor:

List any other tutorials proposed for this term:

TO BE COMPLETED BY THE INSTRUCTOR

Fall Term: _____
(year)

Spring Term: _____
(year)

Instructor: _____

Tutorial Title: _____

Description / course content:

Summarize number/hours of class meetings per week _____ hours of outside class expected each week _____

Projects/papers/work required:

Credits 4 credits implies a workload of 10 hours per week including class meeting time(s): _____
 2 credits implies a workload of 5 hours per week including class meeting time(s): _____

PLEASE SEE REVERSE TO COMPLETE PROCESSING

TUTORIAL APPLICATION PROCESS

1. The instructor completes and forwards the application to the Curriculum Coordinator for his/her discipline.
2. The Curriculum Coordinator forwards approved applications to the Associate Dean. The Curriculum Coordinator will return any applications not approved to the Instructor and follow up with a listing of the concerns regarding the application.
3. The Associate Dean forwards approved applications to the Registrar for registration processing. The Registrar then notifies the student of the decision.

Note: Tutorial Application forms should be submitted prior to Registration. Exceptions will be made for new and returning faculty and for returning students. These beginning-of-term Tutorial Application forms must be processed one week prior to the add/drop period.

Instructor's Signature _____ Date: _____

Curriculum Coordinator Approval _____ Date: _____
(signature)

Associate Dean of the College Approval _____ Date: _____
(signature)