

NOTE: Please review the College Policy on Tutorials on the back of this form before submitting your request.

Catawba College

Tutorial Request

Name of Student: _____
Last First Middle Initial

Catawba ID Number: _____

Department: _____

Title of Course: _____

Semester Hour Credit: _____

_____ Course taught by professor normally offering course
(if exception, state reason)

Reason for Tutorial (Tutorials are generally offered to meet special emergency or unique instructional circumstances – Be specific)

Semester ___1st ___2nd

_____ Summer Session

Signature of Student

Date

Signature of Professor

Date

Signature of Department Chair
(Department in which course is being taught)

Date

ACPOL

Date

This form must be completed and presented to Registrar at the time of registration.

Catawba College Policy on Tutorials

1. A tutorial is defined as a guided individual study of an existing course.
2. Tutorials are offered only to meet extraordinary and unique instructional circumstances. Tutorials will not be provided in lieu of a course that is currently offered. Electives are not normally offered as tutorials.
3. If a student has failed the regular classroom course, he or she may not repeat the course as a tutorial.
4. The instructor who normally teaches a course usually also teaches the tutorial and has the right of first refusal. The Department Chair must grant approval for any of his or her department members to teach the tutorial.
5. Full-time faculty members may teach no more than one course as a tutorial per term.
6. A tutorial is a course offered to one student, and the contact hours between the professor and the student must approximate the number of class hours that the regular course meets.
7. Two or more students taking the same tutorial in the same semester constitutes a course.
8. In order to register for a tutorial, a student must follow this process:
 - a. complete the standard tutorial request;
 - b. provide on the form a clear statement justifying the need for the tutorial;
 - c. in the case of course conflict, indicate the exact conflict;
 - d. if the tutorial is needed for graduation, provide evidence that he or she has filed for graduation;
 - e. secure all required signatures;
 - f. submit the form to the Committee on Academic Policies and Standards **before** the registration period in each semester;
 - g. receive final approval from the Committee on Academic Policies and Standards.
9. The Registrar's Office will indicate which courses were taken as tutorials by affixing the letter "T" to the course number on the student's transcript.
10. Summer Session Guidelines:
 - a. courses offered in the upcoming academic year are not offered as tutorials during the summer preceding that year;
 - b. tutorials are offered only to meet major requirements that the student cannot meet during the regular semesters;
 - c. tutorials must be taught on campus;
 - d. a student must receive permission from the Provost and the Director of Summer Programs to take a tutorial that was not approved by the Committee on Academic Policies and Standards prior to summer registration.