

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: _____

f o f f o f f
f f f o f
f o f f f

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

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 lecture hours.