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

Social Security 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   Date
(Department in which course is being taught)

_____   _____
         ACPOL   Date

This form must be completed and presented to the Computer Terminal Operator at the time of registration.

College Policy on Tutorials

1)   A tutorial is defined as a guided individual study of an existing course, usually taught by the faculty
       member traditionally teaching the course.

2)   Tutorials are not offered as a convenience, rather they are available only in extraordinary circumstances.
       They will be offered only to meet special emergency of unique instructional circumstances. Electives
       are not normally offered as tutorials. Tutorials will not be given in lieu of a class that is being currently
       offered. Careful planning of the course of study should avoid the need for tutorials in all but extreme
       cases.

3)   There shall be no minimum GPA requirement for taking a tutorial.

4)   A tutorial is not normally given to a student who has previously failed the regular classroom course.

5)   It is understood that a tutorial is a full class offered to one student, and that the contact hours between
       the professor and the student must approximate the number of class hours normally demanded for the
       regular course. Class time is a critical factor in the design of a tutorial. Two or more students taking the
       same course in the same semester constitute a regular class.

6)   The instructor who normally teaches a course has the right of first refusal to do a tutorial. If the
       instructor who normally teaches a course or another qualified instructor is willing to do a tutorial, then
       the Department Chairman's approval is required.

7)   Full-time faculty members ordinarily should teach no more than one three-hour tutorial per term and six
       hours of tutorial should be the absolute maximum permitted.

8)   Standard tutorial request forms that provide detailed information and justification for tutorials must be
       completed and submitted to the Committee on Academic Policies and Standards. A clear statement
       justifying the need, and not just the desire, for the tutorial must be made on the application forms. In
       case of course conflict, the exact conflict should be indicated; if a tutorial is needed for graduation, proof
       that the student has filed for graduation must also be submitted. Students must indicate on the form
       whether the course has been previously attempted, and all signatures must be secured. The request
       forms should be in the hands of the Committee before the registration period in each semester. Al
       tutorials must receive final approval by ACPOL, and in no case will a student be permitted to enroll in a
       tutorial without advance approval of the Committee.

9)   Transcripts will indicate which courses were taken as tutorials by affixing the symbol "T" to the course
       number.

10)   Special Summer Session guidelines: (a) courses offered in the coming academic year are generally not
       offered as tutorials in the summer preceding the year in which they are offered; (b) tutorials generally
       are offered only to meet major requirements that the student cannot meet during the regular semesters;
       (c) both student and faculty member involved in the tutorial must be in the Salisbury area during the
       time of its offering; (d) proposed tutorials to be offered during the summer and not approved by
       ACPOL prior to registration are to be approved by the Academic Dean and the Director of Summer
       Programs.