

# TUTORIAL/INDEPENDENT STUDY REQUEST

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ Box # \_\_\_\_\_

**Check one:**

I request a **Tutorial** (a course which is published, part of the regular WP curriculum, and required for the student's major program). *Tutorials are normally available only when circumstances prevent the student from enrolling in the course at the next regularly scheduled time.*

I request an **Independent Study** (a specially designed course, which is *not* part of the regular, published curriculum). *Independent Study is normally available only to junior, senior, and post-baccalaureate students who are regularly enrolled students of the University.*

Course	Number*	Course Title	Credits

Term Enrolled \_\_\_\_\_ Advisor \_\_\_\_\_

Instructor Name \_\_\_\_\_

**To the Student: You are responsible for completing this form and for carrying it through all the steps listed below.**

**1. Request for Tutorial/Independent Study approved by Instructor.**

**(For Tutorial):** *I certify that the student has demonstrated to my satisfaction the mitigating circumstances which prevent enrolling for the course when it is regularly offered.*

**(For Independent Study):** *I certify that the content of this Independent Study is amenable to being taught independently outside the classroom. I also certify that my load permits the addition of this course.*

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

**2. Department Chair:** *I certify that a syllabus and/or study agreement delineating course objectives, all required activities, and bases for evaluation and assignment of grades will be on file in the Office of Academic Affairs by the second week of the semester and that the conditions listed above have been met.*

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**3. Compute charges.**

Number of credits \_\_\_\_\_ X \$ \_\_\_\_\_/credit hour = \$ \_\_\_\_\_\*\*  
(Current Tutorial/Independent Study rate) Fee

**\*\* Please Note:** *The student is also responsible for regular tuition charges for these credits (may be included within 12-18 credit block tuition).*

Acknowledged \_\_\_\_\_

**4. Deliver entire form to the Records Office with Registration or Add form (as appropriate).**

Student Initial \_\_\_\_\_

**5. Records Office registers student for class.**

**REGISTRATION FOR THIS CLASS IS NOT COMPLETE UNTIL THE RECORDS OFFICE RECEIVES THIS FORM.**

\* Independent Study courses are numbered 205, 305, 405, or 505.

**FOR OFFICE USE:** Course No. Created \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Initials \_\_\_\_\_

Original: Records Office Copy: Business Office Copy: Instructor Copy: Finance Office Copy: Academic Affairs Office