

Houghton College

Request for Tutorial Study

Student _____ Box _____

Session: Fall Spring Mayterm Other _____ Class: FR SO JR SR

Course _____ (____ hrs)

Reason(s) for requesting tutorial:

Student _____ Date _____

Signature

For the instructor: Describe your plan of presenting the tutorial study.

Instructor _____ Date _____

Tutorial study requested by:

Advisor _____ Date _____

Tutorial study request approved by:

Department Chair _____ Date _____

Associate Dean
for Academic Administration _____ Date _____

Records Office action:

Tutorial Study

Tutorial work is for the benefit of the student who needs a currently unavailable course; for example, one not scheduled for the semester when it is essential for graduation or for remedial purposes. Tutorial courses must be from the regular college catalog. Course approval and registration for tutorial courses shall be made in advance of the instructor's assigning any tutorial work for credit. Concurrence by the advisor, instructor, department chair, and associate academic dean is required. The forms to be used for a proposed tutorial are available in the academic records office.

A tutorial fee shall be charged (see information on expenses). The teacher must meet with the student a minimum of 7.5 clock hours for each credit earned for the purpose of giving instruction and directing the work.