

This form must be submitted and approved by the end of the first week of the semester.

TUTORIAL: A course within the present curriculum taken individually rather than in a class. The current course number is used when listing.

Student Name: _____ Semester: _____ Year: _____

Instructor Name: _____ Credit Hours: _____

Course Code

Number

Course Title

FOR INSTRUCTOR USE ONLY Term: A B Full Modality: Ground Online

Eligibility Guidelines:

1. Any Junior or Senior who needs a 300–400 level course which is not currently being offered on the semester schedule and who can demonstrate: legitimate need; inability to substitute an offered course; and the availability of a qualified faculty member, may petition to take the course as Tutorial.
2. This contract must have Departmental/School approval.
3. Only one course may be taken in this manner per semester with a total of two taken during your time at Malone.
4. Any deviation from this official policy must be appealed in writing to the Associate Provost.

Rationale: (Describe the legitimate need for the student to take this course.)

Syllabus: Please attach a complete syllabus including:

- Statement of learning objectives
- Outline of topics
- Description of work expected (The student must maintain a time-log, certifying that s/he has engaged in 45 clock hours of academic effort – including time spent reading, writing, conferring, gathering data, etc. – for each semester hour of credit granted.)
- Listing of text(s) and course readings
- Means of evaluation
- Schedule of faculty/student conferences (In a three-semester hour course, the student must meet for a minimum of fifteen one-hour individual conferences with the instructor in addition to the sessions devoted to testing and evaluation.)

Signatures:

Student: _____ Date: _____

Instructor: _____ Date: _____

Departmental Approval, Chair: _____ Date: _____

Return completed form with attached syllabus to The Office of the Registrar for registration purposes.