



OFF-CAMPUS PROGRAMS

INDIVIDUAL TUTORIAL APPROVAL REQUEST FORM

Date: _____ Center: _____

Student Name: _____

Student ID #: _____ First Semester at CMU: _____

Overall GPA: _____ # Hours Completed: _____
Last Semester Student Attended CMU: _____

Is this an Isolated Student? _____ Previous Tutorial: _____

List Other Tutorial Completed, if Applicable:

Course: _____ Term: _____

Requested Tutorial Course Number/Title: _____

Proposed Beginning and Ending Dates (must be at least one month in advance of this request): _____

Reason for Tutorial: **(Please refer to criteria on reverse side of this form. Use this space to provide additional documentation for request.)**

Last Time Course Offered: _____ Next Time Course is Scheduled: _____

Recommended Instructor: _____

Advisor's Signature (cannot be the same as recommended instructor): _____

Faculty Assignment/Course Scheduler Approval: _____

Academic Program Director's Signature: _____

Except in very unusual circumstances, tutorials will not be approved for BIS 630, BIS 634, BIS 635, HSC 544, IPC 561, MSA 634, MSA 635, MSA 640, PSY 535, and PSY 536.

Please refer to the procedure for requesting an individual tutorial on the reverse of this form. If all the criteria for requesting an individual tutorial have not been met, please do not submit the tutorial request for approval. Students should not begin work on a tutorial course until proper approvals have been granted, and the course is paid in full. Retroactive approvals for course work completed prior to this process will not be granted.

PAYMENT VIA CHECK, CREDIT CARD, EMPLOYER VOUCHER, OR FINANCIAL AID MUST BE RECEIVED PRIOR TO START OF TUTORIAL. PROGRAM CENTER WILL REGISTER THE STUDENT AFTER PAYMENT IS RECEIVED AND COURSE NUMBER IS CREATED.

INDIVIDUAL TUTORIAL REQUESTS

Individual Tutorials should not be considered as an alternate instructional delivery method routinely offered to students. Individual Tutorials should only be used in extraordinary circumstances to aid students towards the completion of their degree when no other options are available. If a student requests an Individual Tutorial alternative ways for the student to complete the course should be examined. For example,

- Is the course being offered at this location within the next year?
- Is the course being offered online?
- Is the course being offered within a reasonable proximity to his/her location within the next year?
- Could the student consider a course substitution with his/her advisor?
- Could the course be transferred in or substituted with Prior Learning credits?

If none of the above options are available, the following guidelines will be considered in evaluating the Individual Tutorial request:

- Is the student being deployed and the course is not available online or near the location of deployment?
- Will the denial of the request impact the student's 7-year deadline?
- Does the student have at least 21 semester hours of credit completed with CMU?
- Has the student already completed previous individual tutorials and therefore be ineligible for this tutorial?
- A full, detailed, rationale must be provided for why an Individual Tutorial is the only available way for the student to take the course.

If the student meets the criteria above, please adhere to the following process:

1. The tutorial process will now be managed via e-mail. The typed name and date for the Advisor, Director, and Faculty Assignment Coordinator will replace signatures on the form.
2. Student will communicate to the advisor or center regarding the request and will present rationale for exception. When submitting the tutorial request form, the student should request tutorial dates **at least one month in advance** of the request to allow for processing time;
3. Advisor or center e-mails PDF request with typed name and date of requestor to Director for approval;
4. If denied, Director e-mails advisor or center;
5. If approved, Director types name and date on PDF form and sends form back to advisor or center via e-mail;
6. Advisor or center forward approved PDF via e-mail to Kathy Feltman, Admin Secretary - Course Scheduling & Registrations (AS-CS&R) for EPN creation;
7. AS-CS&R creates EPN and notifies advisor or center via e-mail;
8. Advisor or appropriate center staff contact student to register and pay for course;
9. After student registers and pays, advisor or center forwards approved PDF request via e-mail to Jen Jones, Faculty Assignment Coordinator (FAC);
10. FAC secures faculty and notifies advisor or center via e-mail;
11. FAC e-mails PDF to Patty Schafer for imaging;
12. Advisor or center provide student with instructor contact information.