

YORK COLLEGE OF PENNSYLVANIA**APPLICATION FOR TUTORIAL**

Name _____

Date _____

Local Address _____

Phone _____

Student ID Number _____

Regular York College courses may be offered to matriculated students on a tutorial basis when a student needs a specific course for a declared major or minor in order to graduate, and the course is not being offered in the regular course schedule. A tutorial can only be offered if there is a faculty member available to teach the tutorial. Each tutorial course must be completed within the timeframe of one semester or summer session. All charges must be paid prior to starting the course. Please note that tutorials may not be taken for courses that have already been completed.

Please note that the application must be submitted to the appropriate office by 4 p.m. on the drop/add deadline for the semester (or summer session). Consult the Academic Calendar for specific drop/add deadlines. Please note that submitting paperwork close to the deadline will limit your options if the tutorial is not approved.

If the tutorial is approved, the Registrar's Office will send the student an email confirming their registration.

It is the student's responsibility to make arrangements for the tutorial course with the faculty member teaching the tutorial.

Course Number: _____ Course Title: _____ Number of credits: _____

The tutorial will be taken during the _____ semester of _____ (year)

Tutorial to be taught by: _____

Reason for pursuing this course as a tutorial (provide a detailed explanation that includes expected date of graduation):

Student Signature Date

Instructor's Signature Date

Department Chair's Signature Date

Business Office Representative's Signature Date

Dean's Signature Date