



INDIVIDUAL TUTORIAL APPROVAL REQUEST FORM

OFF-CAMPUS PROGRAMS

Tuition: _____
Due Date: _____
Notification Sent: _____
Payment Received: _____
<input type="checkbox"/> Credit Card <input type="checkbox"/> Check Payable to CMU
<input type="checkbox"/> Financial Aid <input type="checkbox"/> Tuition Assistance <input type="checkbox"/> VA
Notes: _____

EPN#: _____ GoArmy: Yes No

Current Date: _____ Center: _____

Student Name: _____

Student ID #: _____ First Semester at CMU: _____

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

Is this an Isolated Student? Yes No Previous Tutorial: Yes No

List Other Tutorial Completed, if Applicable:

Course: _____ Term: _____

REQUESTED Tutorial Course No. and Title: _____

Semester of Completion: _____ Start Date: _____ End Date: _____

Please Note: End Date must be at least 2 weeks prior to end of the semester.

Rationale for Tutorial: (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.) Use this space to provide rational for request.

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

Recommended Instructor: _____

Advisor Signature (Cannot be same as recommended instructor): _____

Academic Program Director's Signature: _____

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

INDIVIDUAL TUTORIAL REQUESTS

Individual Tutorials should not be considered as an alternative 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 first. 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 ALL the criteria above, please adhere to the following process: (Please note: the tutorial process will be managed via e-mail. The typed name and date of the Advisor and Director will replace signatures on the form)

- Student will communicate with the center regarding the request and will present rationale for exception. **The tutorial request should be submitted at least one month in advance of start date to accommodate processing time.**
 - *Except in very unusual circumstances, tutorials will not be approved for BIS 630, BIS 634, BIS 635, COM 561, HSC 544, MSA 602, MSA 640, PSY 535, and PSY 536.*
- Center e-mails PDF request with typed name and date of requestor to Advisor for approval. **(The student, center, and advisor need to understand that the request has not been approved at this point. The student should NOT start working on the tutorial)**
- Advisor verifies all criteria met and course request complies with student's program plan.
 - DENIED: Advisor notifies Center of denial.
 - APPROVED: Advisor types name and date on PDF and forwards to Director for review.
- Director reviews request.
 - DENIED: Director forwards back to Advisor. Advisor then notifies Center of denial.
 - APPROVED: Director types name and date on PDF and returns approved form back to Advisor via e-mail. Advisor then returns completed/Approved PDF form via e-mail back to Center for payment processing. **Payment MUST be received before Course Scheduling and Faculty Contracting are notified.**
- The center will contact the student to obtain full payment or payment method (Financial Aid/Tuition Assistance) and complete the payment box on the form. When payment is received the Center will notify Course Scheduling and Faculty Contracting via e-mail along with the Advisor being carbon copied, by attaching **Approved** PDF Individual Tutorial Form. Once Course Scheduling assigns the EPN, the center will register the student, Faculty Contracting will secure a faculty member, and payment will be forwarded to Financial Services for processing.
 - Course Scheduling – Creates EPN, notifies center, and forwards approved forms to Center Services for imaging.
 - Faculty Contracting – Secures faculty member and notifies center of faculty contact information.
 - Financial Services – Processes payment to student accounts.
- Center registers student for course and provides student with start date and instructor contact information.