

# YORK COLLEGE OF PENNSYLVANIA

# APPLICATION FOR TUTORIAL

Please write legibly and firmly on triplicate form.

Name \_\_\_\_\_  
Local Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
Phone \_\_\_\_\_  
Student 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.

### Instructions:

Complete the form thoroughly and obtain signatures of approval in the following order:

1. Faculty member teaching the tutorial
2. Chairperson of department in which tutorial is being offered
3. Business Office to confirm appropriate fees have been paid
4. Academic Advising Center (for undergraduate course)/Academic Affairs Office (for graduate course)

Please note that the application must be submitted to the appropriate office (see #4 above) 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 Academic Advising Center (or Academic Affairs Office for graduate courses) will forward the form to the Registrar's Office for notification of permission to add the course to the student's schedule. The Registrar's Office will then distribute the form as follows:

White copy—filed by Registrar's Office

Yellow copy—to Academic Department for notification of tutorial instructor and department chair

Pink copy—to student for confirmation of approval and notification that course will officially be added to the student's schedule by the Registrar's Office

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):

\_\_\_\_\_  
1.) Accepted by Instructor Teaching Tutorial Date

\_\_\_\_\_  
3.) Approved by Business Office Date

\_\_\_\_\_  
2.) Approved by Department Chair Date

\_\_\_\_\_  
4.) Approved by Dean of Academic Services Date  
(for undergraduate course) **OR**  
Dean of Academic Affairs (for graduate course)