

PROCEDURES FOR APPLICATION FOR TUTORIAL/INDEPENDENT STUDY

Tutorial courses are offered when a student cannot register for a needed, regularly-offered course due to one of the following reasons: medical; course cancellation for insufficient enrollment; honors credit; graduation requirement for which the student has been unable to register. *Independent study* courses are specially designed to permit a student to pursue a particular topic or subject under the guidance of a qualified instructor. Students must discuss their desire to enroll in a tutorial or independent study with an instructor and may begin this project only after receiving approval from the Instructor and the Academic Vice President. The instructor will specify the testing, attendance, and academic requirements of the course. The College's program's regular grading system applies to all independent or tutorial students; grades earned in this manner are applied on the student's transcript in the same manner as regular classroom instruction.

To secure approval for a tutorial or independent study, the student must complete the following steps:

1. Consult with a qualified instructor about the possibility of completing a tutorial or independent study.
2. Complete Section A of the application for tutorial/independent study.
3. Obtain the signature of the sponsoring faculty member on Section B of the application for tutorial/independent study.
4. Turn in the application and all supporting materials to the Academic Vice President.
5. If the application is denied, the Academic Vice President's Office will notify the student of the decision. If the application receives the approval of the Academic Vice President, the course will be built in the system and assigned a section and a course reference number. The student will be notified and the paper work will be forwarded to the Office of Admissions and Records.
6. After the student is notified about an approval, he or she must complete the registration for the course promptly in the Office of Admissions and Records.
7. After the course has been completed, the instructor assigns a grade on the official grade roster.

SAUK VALLEY COMMUNITY COLLEGE APPLICATION FOR TUTORIAL/INDEPENDENT STUDY

SECTION A

Before this application can be submitted to the Academic Vice President for approval, Section A must be completed in its entirety. Missing or incomplete information will cause the application to be returned to the student or the instructor. Failure to complete the application in a timely manner may be grounds for denying approval for the proposed tutorial or independent study course.

Name: _____

Address: _____
Street City, State, Zip Code

Phone: () _____

Identification No.: _____

Course Requested: _____
Course Prefix, Number, Title Credit Hours

Semester/Year: _____

Supporting information/documentation:

Current cumulative grade point average (all institutions): _____

Previous semester's grade point average: _____

Total credit hours completed (all institutions): _____

Credit hours in which currently enrolled: _____

Have you ever taken a tutorial or independent study at SVCC? _____ If yes, please list the course(s) and the grade received for each course(s)

Degree being pursued (AA, AS, AAS, AES, AFA, ALS) and major: _____

Anticipated graduation date (semester and year): _____

Briefly state the need for requesting this course as a tutorial/independent study (attach additional pages if necessary):

I have discussed this application and coursework with the instructor listed in Section B. I have attached a syllabus and appropriate supporting documentation.

Student's Signature

Date

SECTION B

Instructor's Approval:

I have discussed the need for _____
Course Prefix and Number

to be taught as either a tutorial or independent study. I have discussed the attached syllabus with the student. I have explained my expectations for the successful completion of this proposed tutorial or independent study.

Instructor's Signature

Date

SECTION C

Academic Vice President's recommendation:

- Approve
- Deny

If application is denied, please provide the rationale for this decision:

Academic Vice President's Signature

Date

