



OFFICE OF THE REGISTRAR

## TUTORIAL REQUEST

This request must be submitted by the last day to add a course. Please read carefully the latest policy statement on tutorial study in the Course Catalog. Approval by the Curriculum Committee is granted primarily on the merit of the request. The proposed course must be equivalent to the regular course in terms of academic rigor, time investment, and quality of work. The credit amount for the tutorial will be the same as approved for the course. A *Request to Take 17 or 18 Credits* must be submitted if the proposed addition puts you over 16 credits for the semester/term and your cumulative GPA is less than 3.5. A *Request to Overload (19+ credits)* must be submitted if the proposed addition puts you over 18 credits for the semester/term.

### STUDENT INFORMATION

Student Name

Linfield ID No.

Linfield Email Address

Phone Number

Class Standing:  Junior  Senior  Other

Major

Semester/  
Year

FALL

JAN

SPRING

SUMMER

YEAR: \_\_\_\_\_

GPA

Department/Course Number

Course Title

Semester Hrs if Variable Credit

**Explain how missing this course will preclude you from graduating within the four years normally allotted to earn a Linfield degree and how all other options have been exhausted**

**Indicate the procedures that will be followed in fulfilling the objectives of the course**

Number of Written Exams: \_\_\_\_\_

Number of Written Papers/Reports: \_\_\_\_\_

Number of Oral Exams: \_\_\_\_\_

Other (explain): \_\_\_\_\_

SUPERVISING FACULTY APPROVAL (please print and sign)

Date

ADVISOR APPROVAL (please print and sign)  I also approve this student for 17-18 credits.

Date

DEPARTMENT CHAIR APPROVAL (please print and sign)

Date

### CURRICULUM COMMITTEE ACTION

APPROVED

Date

DENIED

Date