

**WILLIAM WOODS UNIVERSITY  
REGISTRATION AUTHORIZATION FOR TUTORIAL COURSE**

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Address: \_\_\_\_\_

Class: JR SR TERM: \_\_\_\_\_

Course # \_\_\_\_\_ Title \_\_\_\_\_ Credit Hours \_\_\_\_\_

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The following signatures are required before registering for the course:

Student \_\_\_\_\_ Professor \_\_\_\_\_  
Date Date

Advisor \_\_\_\_\_ Academic Dean \_\_\_\_\_  
Date Date

Division/Department Chair (Proposed area of study) \_\_\_\_\_  
Date

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**POLICY STATEMENT REGARDING TUTORIALS**

Tutorials are offered for courses already listed in the current WWU catalogue. They will be considered for approval after considering other options such as course substitutions. Tutorials are not designed to allow a student to intentionally forego a regularly scheduled class, but are available as a last resort. Courses approved for a tutorial must meet one of these criteria: a) the course is not offered on a regular rotation; b) the course will not be taught in the following semester, or c) the course is needed by a senior with conflicting courses. Divisions and Departments are not obligated to provide tutorials upon a student's request.

Following are the policies related to these courses:

1. A tutorial course is offered only to juniors or seniors when the course is necessary, such as course conflicts or prerequisites for other courses.
2. A tutorial course may not be used to meet the University's general education requirements.
3. A tutorial course should be taught by the person(s) normally teaching the course.
4. A student who has previously dropped a course may not petition to take that same course as a tutorial.
5. A student may take a maximum of six credit hours in tutorial courses.
6. Students must register for tutorial courses during regular registration and must complete the tutorial course by the last day of classes that semester.
7. Tutorial courses are considered a part of the student's semester course load in determining full-time status, GPA, etc.
8. Tutorial courses are subject to the usual tuition charges and to an additional fee of \$90 per credit hour (effective July 1, 2006).
9. Requests for a tutorial course must be processed on the appropriate form from the Registrar's Office and include all appropriate signatures. It should be completed and turned in to the Registrar's Office during normal registration times.