



Official Policy

Division or Sector:	Academic
Responsibility:	Academic Dean
Policy Number:	7210-9

Title: Tutorial

PURPOSE: To allow for credit courses to be given by a teacher to a small group of students or to an individual. These courses are to give learning experiences which cannot be offered in the regular way in a classroom course.

POLICY:

1. Teacher and student(s) will treat a tutorial as a regular course in terms of student registration and teacher responsibilities. This includes the reporting of grades before the deadline, meeting regularly, grading assignments, and the like.
2. A student may take a maximum of one tutorial per semester; this shall be part of his regular workload.
3. A teacher giving a tutorial must be a member of the department/program offering the course, or be approved by the department/program Selection Committee before presenting the course for approval.
4. A teacher may give only one tutorial per semester.

PROCEDURE:

1. A tutorial must be approved by the department each time it is offered, according to the procedures by which a department/program approves any course. These procedures should include a discussion of both methodology and content.
2. After approval at the program/department level, the course is to be passed to the Faculty Dean for approval by the College.
3. The Faculty Dean will notify the Registrar's office of all approved tutorials by twenty class days into the semester.

Revised New

Date Effective: November 28, 1995