

BANNER TUTORIAL REGISTRATION STUDY FORM

Use this form when adding, revising or deleting a Tutorial or Independent Study course.

Subject	
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Course Number	
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Office Use Only	
Section Number	
Course Reference Number	

Year	
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Semester	
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Course Title	
30 Characters max	

Liberal Studies Credit	
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OR

Non-Liberal Studies Credit	
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Check one

Campus	P
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Session	
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Day = D, Evening = E

Schedule Type	5
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Part/Term	1
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Enter 1 for Full Semester

Seats Requested	
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Enter the maximum enrollment for this section.

Semester Hours	
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Enter Semester Credit for this section (1-3).

Instructor

Name	Potsdam Identification Number
	P

Equivalent Courses

Subject	Course #

List all courses in the current catalog to which this course is equivalent.

Student

Name	Potsdam Identification Number
	P

Approval Signatures

Department Chair	Date	Dean	Date

PROPOSAL FOR A TUTORIAL

Name: _____ Faculty tutor: _____

Title of Proposed Tutorial: _____

Proposed Credit [maximum of three]

Hours: _____

Current Major: _____

Current Cumulative Average: _____

Anticipated Date of Graduation: _____

Describe the rationale for independent investigation of the problem or areas, i.e., why should this project be carried out as a tutorial.

Describe the origin of your idea in some previous intellectual experience and your academic preparation to successfully complete the proposed project.

Describe the resources to be used in your study, including a bibliography of at least a half a dozen sources, special library collection, laboratory or studio equipment, etc.

Describe the procedure by which your tutor will evaluate your performance in the tutorial study:

Describe the schedule you plan to follow to accomplish your project. This amounts to a syllabus and should be worked out with your tutor.

Provide a narrative description of your tutorial project.

Tutor's Signature _____

Department Chairperson's Signature _____

Date _____