

TUTORIAL COURSE INFORMATION

WHAT IS A TUTORIAL COURSE:

A tutorial course is a 'supplementary' course students can request for enrollment based on certain eligibility criteria. The College has adopted processes to ensure students have the opportunity to progress through their programs of study. The course must be deemed to be suitable for a tutorial by the Subject Chair and a faculty member must be available and willing to teach the course. Students should reach out to their Academic Department to discuss their eligibility for a tutorial course. Only one tutorial course per student per semester is permitted (the only exception is the allowance of two courses if a student is in a graduating semester).

ELIGIBILITY:

For a course to be eligible as a Tutorial, the following criteria must be met:

1. The student must be in the final year of their program of study and the course is required to complete their program to graduate in the current academic year or the requested Tutorial course is necessary for program progression
2. The course is not otherwise scheduled in the academic year

It is recognized that extenuating circumstances may exist which necessitate a Tutorial offering of a course outside of the above parameters. In the above and all circumstances, the prior approval of the Academic Program Chair is required for a Tutorial to be offered.

FEES and CHARGES:

Fees for Tutorial courses will be established annually and form part of the College fee schedule.

INSTRUCTIONS FOR REQUESTING A TUTORIAL:

To discuss your eligibility & for inquiries for Tutorial courses, please contact your instructor, Program Coordinator or Program Chair.

Once a tutorial course is approved, the department must follow the internal process and application form to submit the *Request for Tutorial*.

Please refer to College Policy #1.6.15: "Tutorial Courses".