

# PhD Tutorial Request Form

**Tutorials (also known as independent study) may be taken for course credit with the permission of the student's advisor and program director. The independent study can count for their two (module) or four (full semester) credits. When a tutorial is being taken for course credit, the procedure is as follows:**

1. After conferring with the faculty member who has agreed to supervise your Tutorial, you should write a short proposal describing the Tutorial and covering the following points:
  - the topic of the Tutorial;
  - how the Tutorial fits in with your general plan of study;
  - what material you plan to read;
  - what written work you plan to do;
  - how you will be assessed for your work;
  - the frequency of meetings with your supervisor.
2. When you and your faculty supervisor are satisfied with the proposal, have the supervisor sign the Tutorial Request Form. Next, discuss it with your advisor and have the advisor sign the form as well. Finally, get the approval and signature of your program director. *You must give the signed form, with a copy of the proposal attached, to the Assistant Director of Academic Affairs and Student Experience to put in your file in order to receive credit for a tutorial. The proposal, with all approvals, must be filed with the Assistant Director of Academic Affairs and Student Experience no later than the end of the registration period.* Any changes to this proposal must also have the signature of the tutorial supervisor, the student's advisor, and the program director. Changes to the proposal will only be accepted under exceptional circumstances.
3. You are required to register for the tutorial at the start of the semester in which the tutorial is being completed. PhD tutorials have either HS 777a (four credits) or HS 777f (two credits) course designations. Each professor has a unique section or class number.

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## REQUEST FOR TUTORIAL APPROVAL

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Semester in which the Tutorial will be completed:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Title of Tutorial:** \_\_\_\_\_ **No. of Credits:** \_\_\_\_\_

**Tutorial Supervisor :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return to:**

Welby Gonzalez, Assistant Director  
Academic Affairs and Student Experience  
wgonzalez@brandeis.edu