

**The Columbia University School of Social Work**  
OFFICE OF STUDENT SERVICE SYSTEMS

**Tutorial (Independent Study) Form**

T6002-6003

**1. Policy**

A tutorial (independent study) offers students the opportunity to study content not offered in the regular course program. Prior to registering for a tutorial, a student must reach an agreement regarding the tutorial with the full-time faculty member who is agreeing to serve as instructor and secure the approval of the student's faculty advisor and the Assistant Dean. This form documents the review and approval of the tutorial plan.

**2. Procedures**

Please provide the information requested below and attach a description of the plan for the tutorial, including the content, objectives, time frame, assignments, and plan for evaluation to the Assistant Dean Marianne Yoshioka in Rm 619. Once all the information is filled out, please return this original form for processing to Ms. Karma Lowe, in the Office of Student Services, Room 525. You will not be able to register for a tutorial over the dial-up registration system. The tutorial course must be done manually through the Office of Student Services.

Note that tutorials may earn 1 to 3 point credits.

Student's Name: (print) \_\_\_\_\_ CUID or SSN# \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Tutorial topic: \_\_\_\_\_

**I have approved the attached tutorial plan for the following semester:**

Fall    Spring    Summer   Year: \_\_\_\_\_    # of credits   1.0   1.5   2.0   3.0

\_\_\_\_\_  
Tutorial Instructor (print and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Advisor (print and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Dean

\_\_\_\_\_  
Date

cc:   Student  
      Tutorial Instructor  
      Student File