

FA 9.TUTORIAL COURSE POLICY

Title:	Tutorial Course Policy
Policy Number:	FA 09/ 2017
Effective Date:	February 1, 2017
Issuing Authority:	President

1. INTRODUCTION

A need may exist where a student must take a course during a semester in which the course is not offered to complete graduation requirements. In order not to delay student graduation, the required course may be taken on a tutorial basis. This policy outlines the framework for offering such courses.

2. POLICY

- A course is taught in a tutorial format to prevent delayed graduation of a student or two if no other option is available and an instructor is available to give the course on a voluntary basis;
- A tutorial-based course is considered only if:
 - (1) no substitute course is offered,
 - (2) evidence shows that the student is not at fault in the matter,
 - (3) the course is all that is left for the student to complete graduation requirements;
- If the tutorial course is a repeat of a failed course, the course instructor and coordinator assess the students' past performance in the course and determine the competencies on which to focus attention;
- Instructor establishes the guidelines for the student - practice, library visits, references, etc.
- Topics to be reviewed, assessment tools defined, and rules of student's engagement are drawn and documented in a written course syllabus;
- The student(s) engages the material on his/her own with at least one contact office hour per week with the instructor;
- Assessment tools are determined based on the competencies to be attained which may include submitting a research paper and a presentation, building an artifact, preparing a setup, analyzing a case study, taking an exam, etc.
- The student(s) must submit a weekly progress report to the instructor - oral, written or in any format the instructor requires, and records of those reports must be kept;
- Instructor shares his/her written weekly assessment of progress with the student;
- The chairperson and course coordinator ensures that the instructor applies these rules;
- All documents are kept for records;
- A tutorial course is not considered part of the faculty teaching load.

3. STAKEHOLDER IMPACT AND SCOPE

This policy aims to facilitate the completion of graduation requirements for a student or two if no other alternative is available.

4. RELATED DOCUMENTS

- Course syllabus
- Course grade reports
- Competency-based Assessment

5. APPROVAL AND REVIEW

The stakeholders who reviewed and approved the policy are:

1. Policy proposed by: Office of the VP for Academic Affairs
2. Reviewed and forwarded by the Board of Deans
3. Colleges
4. Registrar's Office
5. Library

6. FINAL APPROVAL

Approved by RHU Administrative Board on October 22, 2024