

TUTORIAL CHANGE REQUEST FORM

This form is intended for students registered in Humanities who wish to switch tutorials for a course but for any reason are unable to do so on Mosaic, or if they have compelling reasons for not having done so by the last day for enrolment changes. Approval from the instructor and the department administering the course is required. Students are responsible for ensuring that there is seat availability in the new tutorial and that it does not conflict with other courses in their schedule.

TO SUBMIT THIS FORM, PLEASE ARRANGE TO MEET WITH A HUMANITIES ACADEMIC ADVISOR
 (<https://humadvising.humanities.mcmaster.ca>)

TO BE COMPLETED BY THE STUDENT:

Student Name:	Student #:
In which course do you wish to switch tutorials?	
Course Name & Code:	Term (e.g. Fall 2016):
Into which tutorial section do you wish to switch? (e.g. T01, T02...)	
Current Tutorial:	New Tutorial:
Why are you unable to make this change on Mosaic? (e.g. technical difficulties, desired tutorial is full, etc.)	
I understand all relevant aspects of changing my tutorial after the deadline, including that the instructor and/or TA is under no obligation to accommodate for work missed before I switched into the new tutorial. It is my responsibility to follow up with the new tutorial leader regarding missed work.	
Student Signature:	Date:

TO BE COMPLETED BY THE INSTRUCTOR:

Do you support this student's request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Comments:			
Instructor Signature:		Date:	

TO BE COMPLETED BY THE DEPARTMENT:

If the desired tutorial is full, do you permit a tutorial capacity override?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Department Staff Signature:		Date:	

Entered on Mosaic / Sent to RO

Advisor: