

Memorandum to change a course to a Tutorial

(Must be under 8 students)

\*Article 11, Section 1, Subd 6 of the MSCF Master Agreement requires copies of form when a course is changed to a tutorial with less than eight (8) students per course per semester to be provided to local grievance officers and state MSCF officials.

**Faculty Name:** Click here to enter text. **Semester:** Click here to enter text.

**Course/Course ID:** Course/Subject/Course ID)

**Number of Students Enrolled:** Click here to enter text.

**Signatures:**

**Faculty Member:** **Date:** Click here to enter a date.

**Responsible Dean:** **Date:** Click here to enter a date.

**Provost:** **Date:** Click here to enter a date.

Cc: Human Resources

 State MSCF Office

 MSCF Grievance Rep, Jay Vargas, Pam Jensen