Oxford Tutorial Assignment of Credit

Student Name _____Student ID_____

Major(s) _____ Minor(s) _____

Term _____ Class Standing _____ Expected Graduation Date _____

Instructions

Step 1 (student): Communicate with the faculty chair who will be approving your **primary** tutorial for major or minor credit. Determine the course number and title. List below.

Step 2 (student): Fill in the course title for your **secondary** tutorial below (as indicated on the introductory email to you and your tutor), and check the appropriate box in column 3. Non-IHON students should consult with the faculty chair to determine the course number, subject, and CAPP requirements fulfilled.

Step 3 (student): Send this form via email to the appropriate approving faculty chair. ***IMPORTANT*** Be sure to cc wang.center@plu.edu. See the table below for required signatures. No signature is required for elective credit.

Step 4: The Department Chair should sign and return this form to the Wang Center via email (wang.center@plu.edu) or campus mail by the deadline of December 1 for Fall programs, May 15 for Spring programs.

If you want to fulfill:	**Signature required from:**
Major requirements	Major department chair
Minor requirements	Minor department chair
Elective credit	No signature required

Course *Ex: HIST 350*	**Course Title** *History of British Decolonization*	**Area** *Check box*	**Department Chair** *FACULTY USE ONLY*
IHON 257/8/9/60 SA	Site Director's Course	✓ IHON credit	✓ Automatic IHON 200 level credit **Or other pre-arranged credit for non-IHON students*
Primary Tutorial: *List subject and number:* _____	List your title here:	◯ Major credit ◯ Minor credit ◯ Elective only Notes:_____ _____	_____ Signature required for Major/Minor credit _____ Print Name
Secondary Tutorial: IHON 250SA *for IHON students* NON-IHON students: *List subject and number:* _____	List your title here:	✓ IHON credit	✓ Automatic IHON 200 level credit
		Optional: ◯ Major credit ◯ Minor credit Notes:_____ _____	_____ Signature required for Major/Minor credit _____ Print Name

Additional Comments:_____

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revised Fall 2026