



Alternative Study Hour Request Form

This form must be submitted for each missed study session to Koldus 224
Please complete the form in its entirety or the form will not be accepted.



This form should be only be completed if you are unable to attend NPHC study hours on Sundays 6 pm-9 pm in the Military Sciences Building (Trigon 2nd floor) or you are NCAA university athlete. Multiple dates can be submitted on one form if the provider is the same; must be from a valid source, it will be verified by the OFSL Graduate Assistant.

Requestor Full Name: _____

Today's Date: _____ Phone Number: _____ UIN: _____

Must select one of the following options:

Reason for alternative study hours

- ☐ **Work schedule does not provide opportunity to attend offered NPHC study hours**
*(if you check this box, you must offer an alternative option)
- ☐ **NCAA university athlete**
(Please have the Associate Athletic Director of Academic Services sign all documentation)
- ☐ **Utilizing supplemental instruction at offered study hour time**
- ☐ **Meeting with instructor for further instruction**
- ☐ **Paid tutoring services** (Please attach a receipt copy)

Printed Name of Service Provider: _____

Title of Service Provider: _____ Service Provider Phone Number: _____

Date(s) of Study: _____

Time(s) In: _____ Time(s) Out: _____

Service Provider Comments (ex. Tutors bi-weekly, client leaves early, etc.):

By signing as service provider, I understand I am stating all information on this form is accurate.

Signature of Service Provider: _____

Please use my signature here as a stated agreement that the aforementioned information is correct. I also understand I can be held accountable for any false information on this form:

Signature of Requestor: _____

NPHC Executive Board Use Only

- ☐ Request granted
- ☐ Further information is needed
- ☐ Denied request: (Reason _____)