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- Individual faculty mentors may sponsor a maximum of seven (7) students enrolled in an Upper-Division Tutorial in any one term.
  - Tangible evidence of the work accomplished for an Upper-Division Tutorial must be submitted to the supervising faculty member and the department offering the course before a grade will be assigned.

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Faculty Mentor Signature and Date

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Faculty Mentor's Department Chair Signature and Date

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**Contract Instructions**

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- Obtain the necessary signatures.
- You should submit your completed contract to the department offering the course (College of Letters & Science; School of Arts & Architecture) or to the advising office for your School (HSSEAS - 6426 Boelter Hall; Theater, Film & Television - 103 East Melnitz Hall) before the enrollment deadline (Friday of the 2nd week of classes) in order to allow for processing time and to avoid late fees.
- It is your responsibility to check the status of your contract by returning to your MyUCLA Contract Courses page or by verifying your enrollment on your study list.