

OFFICIAL PROTOCOL

INCOMPLETES

When a student is assigned an Incomplete in a professional course, a letter with copies to the Associate Dean for Academic Programs and the Department Head will be sent immediately by the course coordinator to the student defining the requirements for removal of that Incomplete. Any student who has not removed such an Incomplete by the beginning of the succeeding semester will be dismissed. Exceptions to the above policy are as follows:

- A. Sixth semester third year students must makeup all Incompletes by the first day of the next immediate fall semester. No student may continue into the fall semester of the fourth-year curriculum with an Incomplete.
- B. Fourth year students who have received an Incomplete must complete the required work within one calendar year and prior to receiving his/her diploma.
- C. In the case of illness or other personal emergencies, the Academic Standards Committee may recommend exceptions to these policies.