

Center for Spiritual Living DE
OPERATING POLICIES AND PROCEDURES

<i>POLICY TITLE:</i>	Retaking Incomplete Classes
<i>EFFECTIVE DATE:</i>	9/08/10
<i>REVISION DATE:</i>	BOR - 4/4/2022 BOT - 6/20/2022
<i>REVISION #:</i>	1
<i>POLICY APPROVED BY:</i>	Board of Regents/Board of Trustees
<i>RESPONSIBLE AREA:</i>	Education

Policy:

Students who have already taken the class and received an incomplete, are required to pay full tuition to retake the class. Ex. If a student takes the Foundations for Living and receives an incomplete and they decide to take another Foundations for Living class, they are required to pay full tuition and fulfill all homework assignments and class requirements within the curriculum.

Procedures:

1. Student will pay full tuition when retaking a class for which they have received an incomplete.
2. Student must complete all the homework requirements within the current class that they are taking for full credit. Homework or projects from the previous class may not be transferred to the current class.
3. Hand this policy to students in this situation.

Contact the office by phone 302/635-7316 or the web www.centerforspirituallivingde.com

FYI: This policy is a guideline for effective relationships within the Center for Spiritual Living DE educational classes. The Center for Spiritual Living DE reserves the right to change or amend this policy and procedure at any time to support the Highest and Best educational experience for all concerned.