

POLICIES AND PROCEDURES

Subject: Enrollment Period for Cosmetology Reference: G-II-c

Source: Vice President, Instruction Eff. Date: January 9, 1998

Approval Auth.: President Approved: _____

Remarks: This policy replaces previous policy dated February 7,
1978.

Date: January 9, 1998

Any person who enrolls in a cosmetology course is enrolled only for the period of time indicated in the course description and will be given a grade at the end of that period according to the provisions of the college grading system. Any student who at that point lacks no more than thirty-five (35) clock hours of instruction will receive a grade of I (Incomplete). Students receiving an I will be required to re-enroll and to pay tuition and fees for the number of hours remaining in order to continue their training and receive credit for the course.