

**AMENDMENT # 19 TO THE INSTITUTIONAL CATALOG 2017-2020
COVID-19 IMPACT INCOMPLETE REMOVAL POLICY
(Rev. April 29, 2020)**

Catalog amendment 2017-2020 effective April 29, 2020

Page 72, INCOMPLETE REQUEST AND REMOVAL POLICY is added

COVID-19 IMPACT INCOMPLETE REMOVAL POLICY

Columbia, in its best intention to contribute to the academic achievement of its students, develops the COVID-19 Impact Incomplete Removal Policy.

To whom this policy applies

This policy applies to all those students who are enrolled in the Pharmacy Technician program, specifically in internship courses.

Policy provision:

- 1. The end-of-course grade called Incomplete (I) may be used when the student no longer meets the requirement for internship hours, in light of the impact of COVID-19.**
- 2. When reporting the final grade, the Professor must submit the grade of incomplete accompanied by grade F, until the student completes all the required internship hours, as established weekly within the next term.**
- 3. In this particular program and in these internship courses only, the deadline to remove the incomplete will be according to the hours left to complete.**
- 4. If the Incomplete has not been removed within the established term, any course enrolled for the next term that has as a prerequisite the course with a grade of incomplete not removed, will be automatically canceled.**
- 5. As a consequence of COVID-19, the removal of incomplete will not entail any charge for the aforementioned courses.**