



Dismissal Policy

Career City College

#4071

Name of Institution

Institution Number

Dismissal Policy

January 17th, 2024

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Name of Policy

Effective Date

Revision Date

RESPONSIBILITY: Campus Director, Senior Educational Administrator, Onsite Administrator

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1. Career City College may dismiss a student from a program on any of the following grounds:

To remain in good standing with the college students must:

- Maintain a minimum grade of 60% within each course
Maintain a minimum of 70% attendance within each course
Meet all financial obligations to the college on time
Ensure that personal conduct is professional and in accordance with all the policies of the college as outlined in this handbook
Students unable or unwilling to repeat a failed course may be dismissed from their program. If a student is absent for more than 30% of any program, they may be dismissed from their program.

If a student is found to be lacking in any one of the areas outlined in the Student Code of Conduct, or if they continue with actions that were addressed in a Student Notice, they may be dismissed from the course.



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2. The process by which a student may be dismissed from a program is as follows:

On identifying the grounds for dismissal, the student will be given a notice of probation period of 30 days within which the student must make efforts to make up for the lost hours and show their intention to complete the pending courses sincerely. After the probation period, dismissals will be communicated to the student in writing.

Refunds will be calculated per the [Tuition Refund Policy](#) based on the date the dismissal letter was issued.

If a student wishes to dispute a dismissal, they are to follow the [Dispute Resolution Policy](#).