



CCI-LEX POLICY FOR ACADEMIC STANDING AND GENERAL DISMISSAL

Good academic standing is reflected in diligent and honest efforts in studies resulting in adequate progress per the individual; abiding by the school attendance policy and all school policies and procedures; active and respectful class participation.

If there are concerns in any of these areas the following steps will be followed:

1. The instructor will raise specific concerns with the student.
2. If the issue is not resolved, the student will meet with a school Administrator or the CCI Academic Lead for follow-up and to discuss any additional support needed. This will be considered a verbal warning and the student will be informed of the next steps below.
3. If the issue is not resolved after the verbal warning, a written warning will be issued by the CCI Academic Lead. This letter will outline a probationary period, wherein, if during that time the issues are not resolved the student may be dismissed from the school.
4. If after the probationary period the issues are not resolved, the student will receive a letter of dismissal from the Executive Director of CCI-LEX.
5. The decision of the Executive Director is Final.
6. The Executive Director of CCI-LEX reserves the right to immediately dismiss a student from the school if the student threatens the well-being of other students, staff, or guests, views or downloads in appropriate materials on school computers, or if the student is found stealing or damaging school property or the property of other students, staff, or guests.