



Student Dismissal Policy

Hitek Computer School		ID-03556
Name of Institution		Institution Number
Grade Appeal	Jan 01, 2009	January 12, 2022
Name of Policy	Effective Date	Revision Date

The following are grounds for dismissal:

- Absenteeism for longer than two (2) consecutive days of classroom sessions without informing the school and provision of a doctor's note;
- Students on student loans: any student who is not in attendance for a maximum time limit of 6 days in a 3 weeks period must be withdrawn from their course of study.
- Cheating or plagiarism of any sort on any assignment, quiz, or exam;
- Harm to the institution's property, including theft or non-accidental damage;
- Insubordination, including refusal to cooperate with instructors and schedules;
- Rude, discriminatory, or hateful speech, both in-person and online;
- Using alcohol or non-prescription drugs on the premises of the institution;
- Redistribution and sharing of school materials, access to school's web-based learning site, and training environment.