

### **Progress and Dismissal Policy**

Completion of a program and credit for class hours is based on a Pass/Fail system.

Students must maintain a passing status assessed through attendance, class participation, completion of homework assignments, ability to lead classes they are assigned to teach, and completion of other class assignments.

Students who are falling short of meeting the criteria will be asked to have a consultation session with the instructor for the purpose of clarifying expectations. Students can meet with the instructor upon request for progress reports at any time during the program.

Any student may be dismissed for excessive absences, tardiness, incompletion of homework assignments, and violations of rules and regulations of the school as set forth in school publications. The Director, after consultation with all parties involved will make the final decision.

If a student feels he/she cannot complete the program due to medical reasons or personal problems, he/she should meet with the School Director. Appropriate choices can be made through discussion and mediation with the Director.

All meetings reflecting a student's participation in the program will be documented and will include the decisions and/or conditions of continued registration in the program.