



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION



RAPHAEL O. WHEATLEY SKILL CENTER Post-Secondary Career & Technical Education Institute

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APPENDIX E

INVOLUNTARY SEPARATION FROM PROGRAM FORM: Exit Conference

Reasons for Exit:

- **Academic:** ____ Failing grades (below 2.0), ____ Cheating, ____ Plagiarism
- **Attendance:** ____ Frequent absences, ____ Unexcused absences, ____ Consistent lateness
- **Behavior:** ____ Fighting, ____ Obscene language, ____ Rude and Disrespectful
- **Other:** _____

Summary of Discussions: During the exit conference, the following points were discussed:

- ¹ The reasons for termination were clearly outlined to the student.
- ² The student had the opportunity to provide their perspective on the situation.
- ³ Any outstanding obligations such as return of institute property, clearance of dues, etc., were discussed and agreed upon.

Actions Taken:

_____ was officially terminated from his/her class due to repeated use of obscene language and repeated breach of the dress code policy.

Acknowledgment:

I, _____, acknowledge that I have received a copy of this exit conference form and understand the reasons for my termination. I confirm that all discussions held during the exit conference were clear and understood by me and that I may re-register for the program in subsequent semester with performance probation for a prescribe period of time. My decision not to sign this document does not impact the final outcome set forth in this document.

Student's signature: _____ Date: _____

Principal's signature: _____ Date: _____

Instructor's signature: _____ Date: _____

Course taught: _____ School Year: _____ Semester: _____