



Class-drop Procedures

10-day Drop Policy (applies to semester courses)

Students have ten (10) days from the official start date of a semester or yearlong GCVSP to drop the class without penalty. Students will receive a grade of WF (Withdrawn/Fail) if a class is dropped after the 10th day from the course start date. Check website calendar for drop deadline.

Quarter classes have five (5) days for the drop without penalty. (Google Basic and Multimedia Basic)

GCVSP Classes: Guidance Counselor Initiated

Parent or Student contacts school guidance office. The guidance counselor emails the GCVSP office.

GCVSP Classes: Teacher Initiated (Administrative Drop)

1. The GCVSP teacher may drop a student for failure to logon, plagiarism, code of conduct violations, etc. This action is termed an administrative drop, commonly called an "admin drop."
2. The online teacher performs the drop by submitting an online drop form to the GCVSP office. The online teacher is required to notify, or attempt to notify, the parents of the student being dropped from the class.
3. Upon receipt of the drop request, the GCVSP office will forward a copy of the completed drop form to the student's home school guidance counselor, and will indicate the change to "Dropped" status on the online read-only spreadsheet and in the database.

Technical Problems:

Once the class has begun, the online teacher is the students' **FIRST point of contact** for all academic and technical issues. Online teacher contact information is provided on the website. Student may contact the GCVSP office if an online teacher is unavailable.