



GCVSP Class-drop Procedures

10-day Drop Policy

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 Students will receive a grade of WF (Withdrawn/Fail) if a class is dropped after the 10th day from the course start date.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.
2. The online teacher performs the drop by emailing 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 drop email to the student's home school guidance counselor.

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.

Students who withdraw from the district mid-term should not register for a GCVSP class if they are aware of the transfer. Withdrawal from the district results in loss of the GCS account and email therefore the student loses access to the course. No academic penalty will be assessed.

Students are STRONGLY discouraged from enrolling in a GCVSP class if they plan to travel outside the US. Loss of internet service or unreliable access to the course are not valid reasons for not submitting work on time. Therefore, students are discouraged from registering under those circumstances.