

Only through continuous communication can students be successful in an online course. Within each course the instructor outlines the weekly minimum work requirements. It is essential that the student and instructor maintain regular contact. To ensure that our students are aware of this commitment, the four-part process below will be followed:

1. If the student does not submit the expected number of assignment(s) within a period of seven (7) consecutive days, the student and parent(s) will receive an email notifying them of the student's unacceptable pace for submitting assignments.
2. If the student does not respond to the letter by submitting assignments within seven (7) days, the instructor(s) will make a telephone call to the student/parent(s).
3. If the student does not respond by submitting assignments within fourteen (14) days of the initial email VLACS will assume that the student does not intend to remain in the course, and the student will be administratively dropped from the course.
4. WInc (withdrawn incomplete) will appear on the student's official VLACS transcript.

Student Agreement: Students are expected to agree to the following as part of the registration process.

- I acknowledge that during the first 28 calendar days of being activated into my VLACS course I may drop the course without penalty.
- I understand that for each online course there are a minimum number of assignments that must be completed each week. Failure to submit the minimum number of assignments on a weekly basis or communicate with my instructor will result in my removal from the course and WInc (withdrawn incomplete) being assigned to my academic transcript.

Law Reference:

Appendix Reference:

Date Adopted: 1/3/2008

Revision Dates: 1/14/2016