

Student Withdrawal/Drop Policy

(Updated August 2009)



Rationale and Conditions

Iowa Learning Online (ILO) is focused on student success. Student success in any ILO course is directly related to **early student engagement**. Therefore, students registering for ILO courses will be expected to demonstrate immediate and consistent evidence of engagement in the course during the first two-four weeks or they will be automatically withdrawn from the course. Exceptions for health or personal reasons may be granted by the ILO instructor after consulting with the student's coach and school administrator.

In addition, individual school district policy may permit students to drop ILO classes for other reasons. In those cases, notification of student withdrawal/drop should be communicated, not by the parent or student, but by the student's school district through an email to the ILO instructor copying the email to the ILO Registrar, Kathy Borlin, kathy.borlin@iowa.gov. After June 1, 2010, email Paula Yalpani, paula@iptv.org or Tiffany DeJaeger, tiffany.dejaeger@iptv.org.

Student withdrawals can be avoided by early and steady contact so that problems can be spotted and dealt with before they become insurmountable. Here is the protocol that teachers should follow to systematically engage with students as well as to systematically invoke the drop process if necessary.

Withdrawal/Drop Protocol

Fall and Spring Semesters:

1. End of first week of class:
ILO instructor emails the student, the student coach, and the administrator that registered the student to check on any problems with access to the course and inform them of ILO withdrawal/drop policy.
2. Beginning of second week of class:
If there is no satisfactory email response from the student, the ILO instructor calls the administrator who registered the student.
3. Beginning of third week of class:
If student engagement is still not up to expectations, the ILO instructor again emails the student, student coach, and administrator that registered the student. If necessary, a follow-up phone call is made to the school administrator.
4. Beginning of fourth week of class
If the student is still not actively engaged in the course, the ILO instructor emails notification of student's automatic withdrawal from the ILO course to the student, the student coach, the administrator that registered the student, and ILO management.

Summer Semester:

1. End of first week of class:
ILO instructor emails the student, the student coach, and the administrator that registered the student to check on any problems with access to the course and inform them of ILO withdrawal/drop policy.
2. Beginning of second week of class:
If there is no satisfactory email response from the student, the ILO instructor calls the administrator who registered the student.
3. End of the second week of class:
If the student is still not actively engaged in the course, the ILO instructor emails notification of the student's automatic withdrawal from the ILO course to the student, the student coach, the administrator who registered the student, and ILO management.