

# Broward County Public Schools Career, Technical and Adult/Community Education (CTACE)

## E-Learning Student Contact and Drop Policy

Only through continuous communication can an online course be a successful experience. Within the course, your instructor will outline your minimum requirements. It is essential that you and the instructor maintain regular contact. **Acceptance into the course is based on a 21-day probationary period.** During this time, your performance will be evaluated. To ensure that you are aware of this commitment, the three-part process below will be followed:

1. If you, the participant, do not submit the expected number of assignment(s) within a period of seven (7) consecutive days, you will receive a letter of notification (e-mailed) of the unacceptable pace of submitting assignments.
2. If you, the participant, do not respond to the letter by submitting assignments within seven (7) consecutive days, you will receive a phone call by the instructor.
3. If you, the participant, do not respond to the letter by submitting assignments within fourteen (14) days of the initial letter, it will be assumed that you do not intend to remain in the course, and you will be dropped from the course. The technical center/adult center/community school in which you are enrolled will receive a statement notifying them that you have been dropped from the course.

I acknowledge that it is my responsibility to meet the requirements outlined above for active participation in a CTACE E-Learning course. My failure to meet those requirements may lead to my dismissal from the course.

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Participant's Name (printed)

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Participant's Signature

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Date