



Academic Engagement Reporting

Registration & Academic History Team

Why is Academic Engagement Reporting Important?

[1.19 Policy on Grades, Notations, and Academic Engagement.pdf \(ct.edu\)](#)

Academic Engagement

While none of the community colleges are considered attendance-taking institutions, they are required to verify the academic engagement of each student in each registered course by demonstrating “academic attendance” or an “academically-related activity” for Title IV purposes. This must be completed prior to the predetermined census date of each traditional semester, as well as during periods of enrollment shorter than the traditional 15-week semester (i.e. summer terms). The purpose of this practice is to identify students who have enrolled in coursework but have not demonstrated an academically-related activity as a means to accurately report official college enrollment and meet the regulatory standard of compliance.

What counts as Academic Engagement

Academic Engagement

Examples include, but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Attending a study group that is assigned by the institution;
- Participating in an online discussion about academic matters; and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

What does NOT count as Academic Engagement

This does not include activities where a student may be present, but not academically engaged, such as:

- Logging into an online class without active participation; or
- Participating in academic counseling or advising.

The institution must make a determination of “academic attendance” or an “academically related activity;” a student’s certification of attendance that is not supported by institutional documentation is not acceptable.



Communication Information for Faculty:

- The Academic Engagement Reporting Policy should be included in faculty syllabi
- Review the Academic Engagement Policy with your class
- Post an announcement in Blackboard

Academic Engagement Reporting Time

Reporting H/NP grades in Banner: After the NP date has passed for student participation, you will have a window of approximately two days to report students who have not participated academically.

Entering the Academic Notations: Once you determine who has participated and who has not, you will need to log into myctstate and enter in the NP (Not participating) or H (Here) in the Mid Term Grade field.

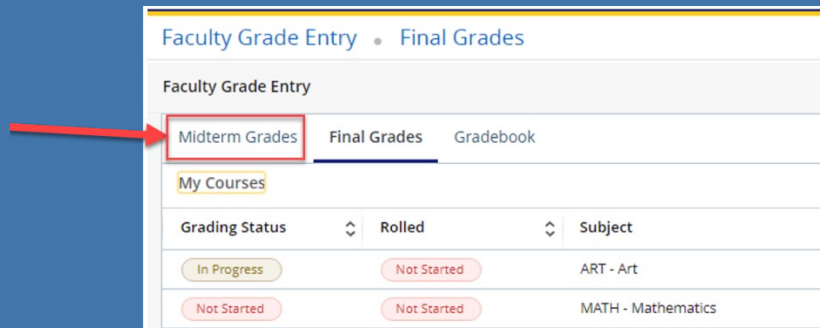
Removal of Students: Once the reporting of Academic Engagement has closed. The Registration Team will drop students from the courses reported as NP.

Instructions for Recording H/NP in Banner:

- 1) Log into <https://my.ctstate.edu/> with your credentials.
- 2) Under Faculty Self Service, select “Enter Grades”



- 3) Select “Midterm Grades.”



Click “In Progress” or “Not Started” to access the grade roster.

- **In Progress** = the instructor has started to enter grades, save the roster, left the page and now returning to continue entering grades.
- **Not Started** = the instructor has not begun to enter the midterm grades in the grade roster.

Instructions for Recording H/NP in Banner:

4) Select the CRN your wish to access

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

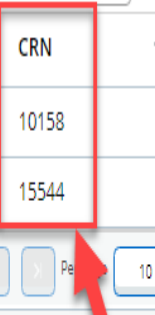
My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
In Progress	ART - Art	1110	004	Drawing I	202410 - Fall 2023	10158
Not Started	MATH - Mathematics	0901	S11	Quantitative Reasoning Support	202410 - Fall 2023	15544

Records Found: 2

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5) To report student engagement, you will select the drop-down menu next to the student's name in the column titled "Midterm Grade."

The "Last Attended Date" and "Hours Attended" columns are not required to be completed for academic engagement for credit courses. These columns will remain empty.

The screenshot displays the Faculty Grade Entry interface. At the top, there are tabs for "Midterm Grades", "Final Grades", and "Gradebook". Below this is a "My Courses" table with columns for Grading Status, Subject, Course, Section, Title, Term, and CRN. Two courses are listed: "ART - Art" (Drawing I) and "MATH - Mathematics" (Quantitative Reasoning Support).

Below the courses table is the "Enter Grades" section, which contains a table with columns for Full Name, ID, Midterm Grade, Last Attend Date, and Hours Attended. The "Midterm Grade" column is highlighted with a red box and a red arrow pointing to it, with the text "You will have two options to select from." above it. The "Last Attend Date" and "Hours Attended" columns are highlighted with purple boxes and purple arrows pointing to them, with the text "Not required for academic engagement" above them. The "Midterm Grade" dropdown menu shows options "H" and "NP".

At the bottom right of the "Enter Grades" section, there are "Save" and "Reset" buttons. The page also includes a search bar and pagination controls.

6) Select one of the notations listed below for every student on your roster:

- H – The student meets the criteria required and engaged in class. You have documentation recording the student’s engagement.

The screenshot displays a web application interface for 'Faculty Grade Entry'. At the top, there are navigation tabs for 'Midterm Grades', 'Final Grades', and 'Gradebook'. Below this is a table titled 'My Courses' with columns for Grading Status, Subject, Course, Section, Title, Term, and CRN. Two rows are visible, both with a 'Not Started' status. Below the table is a section titled 'Enter Grades' with columns for Full Name, ID, Midterm Grade, Last Attend Date, and Hours Attended. Annotations include a red box around the 'Midterm Grade' dropdown menu containing the letter 'H', with the text 'Example of "H" entered.' and a red arrow pointing to it. Two purple boxes are around the 'Last Attend Date' and 'Hours Attended' input fields, with the text 'Leave blank' and purple arrows pointing to them.

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	ART - Art	1110	004	Drawing I	202410 - Fall 2023	10158
Not Started	MATH - Mathematics	0901	S11	Quantitative Reasoning Support	202410 - Fall 2023	15544

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
		H		

- NP - The student did not engage and is not participating in class activities as listed in the criteria above.

The screenshot displays the 'Faculty Grade Entry' interface. At the top, there are tabs for 'Midterm Grades', 'Final Grades', and 'Gradebook'. Below this is a table of 'My Courses' with columns for Grading Status, Subject, Course, Section, Title, Term, and CRN. Two courses are listed: 'ART - Art' (1110, 004, Drawing I) and 'MATH - Mathematics' (0901, S11, Quantitative Reasoning Support). Below the table is the 'Enter Grades' section with columns for Full Name, ID, Midterm Grade, Last Attend Date, and Hours Attended. A red box highlights the 'Midterm Grade' dropdown menu with 'NP' selected. A purple box highlights the 'Last Attend Date' field, which is empty. Another purple box highlights the 'Hours Attended' field, which is also empty. Annotations include 'Example of "NP" entered.' with a red arrow pointing to the 'NP' dropdown, and 'Leave blank' with purple arrows pointing to the empty 'Last Attend Date' and 'Hours Attended' fields.

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	ART - Art	1110	004	Drawing I	202410 - Fall 2023	10158
Not Started	MATH - Mathematics	0901	S11	Quantitative Reasoning Support	202410 - Fall 2023	15544

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
		NP		

- Do not leave the grade notation listed as None.

7) Once you have completed the worksheet click “Save” and look for the notification, “Save Successful.”



After you click save, go to the top of the page, select a new course, repeat the same steps to record academic engagement.

Academic Engagement Timeline Per Term

Before the NP date, faculty should keep track of those students that have not been participating



Important Dates, Deadlines, and Refund Deadlines

Fall 2023

When does your class meet?

	Fall 2023						
	<u>Full Term</u>	<u>1st 7 Week</u>	<u>Late Start</u>	<u>2nd 7 Week</u>	<u>1st 5 Week</u>	<u>2nd-5 Week</u>	<u>3rd-5 Week</u>
	8/29-12/18	8/29-10/16	9/12-12/18	10/24 - 12/18	8/29-10/2	10/3-11/6	11/8-12/18
Student deadline to demonstrate class participation	September 12	September 5	September 27	October 31	September 3	October 8	November 13
Faculty Academic Engagement Reporting OPENS	September 8	September 6	September 28	November 1	September 4	October 9	November 14
Faculty Academic Engagement Reporting DUE	September 14	September 7	September 29	November 2	September 5	October 10	November 15



Process for reregistration:

- If a student was NP'd in error, the faculty member must inform the Dean of their campus through email and then communication should be sent to the Campus supervisor for the student to get reregistered back into the class.

NOTE: Only students who were reported in error will be put back into the class/s.



Thank
you!

REGISTRATION & ACADEMIC HISTORY TEAM

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