ACADEMIC ENGAGEMENT
STANDARD OPERATING PROCEDURE

CT STATE
COMMUNITY COLLEGE

This standard operating procedure is intended to help clarify the Board of Regents' Policy on Grading, Notations, and Academic Engagement by providing a policy overview, as well as examples of acceptable documentation when an instructor wishes to have a student reinstated into a course due to an erroneously assigned Never Participated (NP) notation.

BACKGROUND

For the purposes of this policy, course attendance requires active participation by a student in an instructional activity related to the course, after the course start date. Students who receive an NP designation are no longer permitted to participate in a course after the NP has been reported. Additionally, these students are not eligible to receive a final grade and are not eligible to access the learning management system for the affected course section.

IMPORTANT INFORMATION

Academic Engagement (Federal Definition)
https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-600/subpart-A/section-600.2

Board of Regents Policy 1.19: Policy on Grading, Notations, and Academic Engagement
https://www.ct.edu/policies/policy-on-grading-notations-and-academic-engagement

CT State Academic Calendar (Academic Engagement Deadline Dates)
https://ctstate.edu/academics/academic-calendar

ACADEMIC ENGAGEMENT

Class engagement can be measured in many ways and can include one or more of the following actions from a student during the semester, after the start date of the course and no later than the applicable deadline date established by the college. These engagement deadline dates are available on CT State's academic calendar.

While the BOR policy and federal language define what constitutes academic engagement in general terms, the examples below are provided to assist course instructors in the application of the policy.

- Attend an in-person class where there is an opportunity for direct interaction between the instructor and students.
- Attend or participate in lecture, recitation, field, internships, clinical or laboratory assignments where there is an opportunity for direct interaction between the instructor or students.
- Conduct activity within online synchronous or asynchronous class modality with the instructor or students such as posting comments on discussion boards, asking questions, submitting one or more graded assignments, attending electronic class/meeting rooms, completing polls, surveys, or live chatting.
- Submit one or more graded exam, quiz, or other assessment.
- Conduct activity within an interactive tutorial, webinar, pre-recorded video, or other interactive computer-assisted instruction.
- Participate in a presentation, study group, or group project that is assigned by the instructor.
- Interact with an instructor about academic matters in which the student is enrolled.
- Log into an online class and post a comment on a discussion board, ask a question, submit a graded assignment, attend an electronic meeting room, complete a poll or survey, initiate contact (including live chat) with an instructor to ask a course-related question.

Logging into an online class, without any other action, is not considered attendance or engagement per the US Department of Education and BOR policy. A student's documented intent to engage in their registered coursework at a future date also does not constitute an accepted form of academic engagement.

In cases where students are taking linked coursework, it is important to recognize that instructors must assign a determination of academic engagement for both courses. This is important because linked courses require separate registrations, have separate CRNs, and carry separate numbers of academic credits, therefore carrying separate weights for financial aid eligibility.

Logging into an online class without active participation or simply participating in academic counseling or advising do not demonstrate academic engagement. A student's self-certification that is not supported by institutional documentation is not acceptable.

RECOMMENDED SYLLABUS TEMPLATE LANGUAGE

Federal regulation and Board of Regents policy require Connecticut State Community College to validate a student's attendance in their registered coursework through the determination of academic engagement. Academic engagement deadlines, as well as other important dates, are located throughout CT State's academic calendar.

College faculty report non-participation for all coursework at CT State. If you do not attend class or participate in an academically related activity by the dates identified above, you will be dropped from your course(s) and will lose any financial aid attached to those courses for the semester.

Academically related activities include, but are not limited to, physically attending a class where there is an opportunity for direct interaction between the instructor and students; initiating contact with a faculty member to ask a question about the academic subject studied in the course; participating in an online discussion about academic matters; submitting an academic assignment; taking an exam, an interactive tutorial or computer-assisted instruction; or attending a study group that is assigned by the school.

Academically related activities DO 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 advisement.

For online coursework, logging into an online class is not sufficient by itself to demonstrate academic engagement by the student. A student must participate in class or otherwise be engaged in an academically related activity, which may include contributing to an online discussion, contacting a faculty member to ask a course-related question via approved communication channels (i.e., Blackboard or college email).

REINSTATEMENT PROCESS

In cases where an NP notation has been incorrectly assigned to a student and the instructor wishes to have that student reinstated into their course, the reinstatement request must include documentation to support the request for reinstatement. For financial aid purposes, clear documentation is important because these records are subject to be reviewed during an audit.

Acceptable sources of documentation may include attendance or sign-in rosters, quizzes, activity logs, gradebook activity, samples of online discussion posts that address academic content, samples of submitted graded assignments, or samples of icebreaker activities that the instructor can link to the content of the course.

Unacceptable sources of documentation include those which occur beyond the applicable deadline, icebreaker activities that cannot be linked to the content of the course, and clicking on links or downloading programs related to the course.

All sources of documentation must include the following pieces of information. **If not reflected on the original source document(s), please be sure to include it in your submission.**

- Student name and Banner ID
- Date the engagement activity took place
- Course name and CRN

Documentation that is submitted without these three items will be returned to the instructor.

Semester Begins

Faculty Members Assign Engagement Notations

Was the Deadline Met?

Yes → Was the Student Marked "Here?"

Yes → College Census/Enrollment Freeze to Determine Enrollment Status for Financial Aid Disbursement

Financial Aid Disbursement

No → Outreach to Faculty Members to Submit Engagement Notations

No → Student Removed from Course(s) by One Stop

Student Remains Removed from Course(s)

Financial Aid Reviews the NP Reinstatement Form with Campus Approvals and Supporting Documentation

Yes ← Campus Dean Approval?

No ↑ Student Remains Removed from Course(s)

Faculty Member Submits an NP Reinstatement Form to the Campus Dean with Supporting Documentation

Yes ← Was Engagement Determined in Error?

No → Student Remains Removed from Course(s)

Was Reinstatement Approved?

Yes → Student Reinstated into Course(s) by One Stop and Marked "Reinstated"

Finanical Aid Reinstated for Eligible Course(s)

No

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