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

• 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.
### Important Dates, Deadlines, and Refund Deadlines

#### Fall 2023

<table>
<thead>
<tr>
<th></th>
<th>Full Term</th>
<th>1st 7 Week</th>
<th>Late Start</th>
<th>2nd 7 Week</th>
<th>1st 5 Week</th>
<th>2nd-5 Week</th>
<th>3rd-5 Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student deadline to demonstrate class participation</td>
<td>September 12</td>
<td>September 5</td>
<td>September 27</td>
<td>October 31</td>
<td>September 3</td>
<td>October 8</td>
<td>November 13</td>
</tr>
<tr>
<td>Faculty Academic Engagement Reporting OPENS</td>
<td>September 8</td>
<td>September 6</td>
<td>September 28</td>
<td>November 1</td>
<td>September 4</td>
<td>October 9</td>
<td>November 14</td>
</tr>
<tr>
<td>Faculty Academic Engagement Reporting DUE</td>
<td>September 14</td>
<td>September 7</td>
<td>September 29</td>
<td>November 2</td>
<td>September 5</td>
<td>October 10</td>
<td>November 15</td>
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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.
REGISTRATION & ACADEMIC HISTORY TEAM

Anita Sparrow, Director of Registration & Academic History
(Manchester, Middlesex, Quinebaug and Three Rivers campuses)
Ilene Boyar, Registration Specialist
(Norwalk, Gateway, Housatonic and Tunxis campuses)
Marisol Lopez-Castro, Registration Specialist
(Naugatuck Valley, Asnuntuck, Capital and Northwestern campuses)