Grading, Notations and Academic Engagement Policy
Instructions for Faculty

Last spring, the BOR approved a new Grading, Notations and Academic Engagement Policy that requires faculty to capture student engagement (or lack of engagement) prior to census each semester beginning in Fall 2020. This policy shall be used to meet the standards of determining Title IV eligibility for financial aid students, resulting in a more accurate reporting of student enrollment at census.

Academic Engagement:
CT Community College students are expected to actively engage in learning. The Grading, Notations and Academic Engagement policy requires that students who do NOT begin participation within the first two weeks of the start of each class must be dropped from the class(es) in which there is no evidence of active participation.

Academic engagement includes, but is not limited to:

- Attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an assignment or taking an exam
- Engaging in an interactive tutorial or computer-assisted instruction
- Participating in an online discussion about the course material
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course
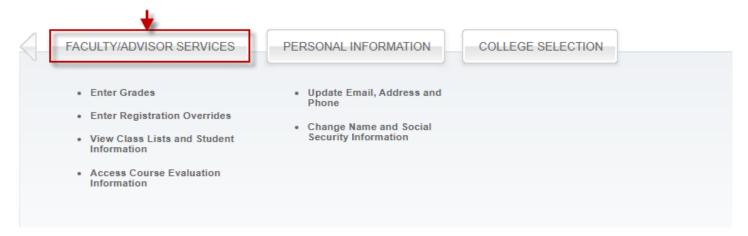
Academic engagement does not include:
- Logging into an online class without active participation – logging into Blackboard or other publisher systems alone doesn't count as active participation
- Participating in academic counseling or advising

The Role of Faculty

- CT Community College Faculty/ Instructors will determine whether academic engagement has occurred.

- To report whether or not your students have academically engaged in your class please use the following two notations:

  o H – the student meets the criteria required and engaged in class. You have documentation recording the student's engagement.

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

Faculty Instructions for Noting Academic Engagement

1. Log into mycommnet with your credentials.
   a. Select Faculty/Advisor Services.

2. Select the correct term and click submit.

3. Select the CRN your wish to access.

4. To report student engagement, you will select Grading Students Option.
   a. Then click on enter Midterm Grades.
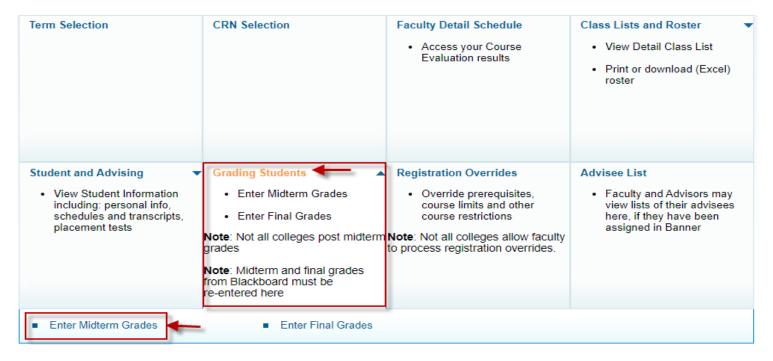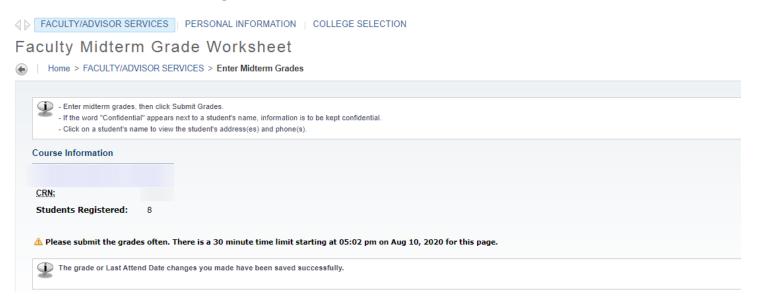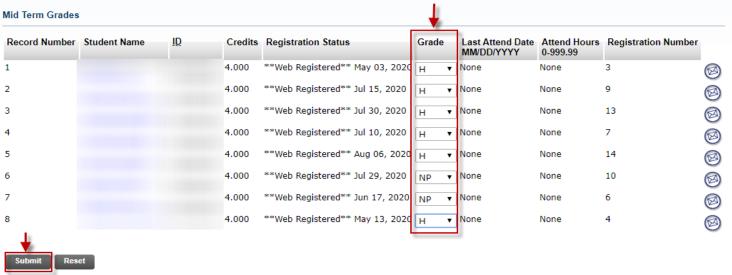
Term Selection	CRN Selection	Faculty Detail Schedule	Class Lists and Roster
		• Access your Course Evaluation results	• View Detail Class List • Print or download (Excel) roster

Student and Advising	Grading Students	Registration Overrides	Advisee List
• View Student Information including: personal info, schedules and transcripts, placement tests	• Enter Midterm Grades • Enter Final Grades **Note**: Not all colleges post midterm grades **Note**: Midterm and final grades from Blackboard must be re-entered here	• Override prerequisites, course limits and other course restrictions **Note**: Not all colleges allow faculty to process registration overrides.	• Faculty and Advisors may view lists of their advisees here, if they have been assigned in Banner

- Enter Midterm Grades   - Enter Final Grades

5. Select one of the notations listed below for every student on your roster:
   b. H – The student meets the criteria required and engaged in class. You have documentation recording the student's engagement.
   c. NP - The student did not engage and is not participating in class activities as listed in the criteria above.
   d. **Do not leave the grade notation listed as None**.

◁▷ FACULTY/ADVISOR SERVICES | PERSONAL INFORMATION | COLLEGE SELECTION

Faculty Midterm Grade Worksheet

Home > FACULTY/ADVISOR SERVICES > **Enter Midterm Grades**

- Enter midterm grades, then click Submit Grades.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).

Course Information

CRN:

Students Registered: 8

⚠ **Please submit the grades often. There is a 30 minute time limit starting at 05:02 pm on Aug 10, 2020 for this page.**

The grade or Last Attend Date changes you made have been saved successfully.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1			4.000	**Web Registered** May 03, 2020	H ▼	None	None	3	✉
2			4.000	**Web Registered** Jul 15, 2020	H ▼	None	None	9	✉
3			4.000	**Web Registered** Jul 30, 2020	H ▼	None	None	13	✉
4			4.000	**Web Registered** Jul 10, 2020	H ▼	None	None	7	✉
5			4.000	**Web Registered** Aug 06, 2020	H ▼	None	None	14	✉
6			4.000	**Web Registered** Jul 29, 2020	NP ▼	None	None	10	✉
7			4.000	**Web Registered** Jun 17, 2020	NP ▼	None	None	6	✉
8			4.000	**Web Registered** May 13, 2020	H ▼	None	None	4	✉

[Submit] [Reset]

⚠ Please submit grades often. There is a 30 minute time limit on this page.

6. Once you have completed the worksheet click submit. Look for the notification, "The grade of Last Attend Date changes you made have been saved successfully" in the box over your roster.

7. At the bottom of the page you can click on CRN Selection and this will bring you back to the CRN selection page.

Term Selection ▪ CRN Selection ▪ Class List ▪ Faculty Detail Schedule ▪ Final Grades ▪ Student Menu ▪ Summary Class List

8. If you have additional classes you are teaching you will see them on the CRN selection. Proceed back to steps 3 – 8 of this document.

It is extremely important you report this information accurately by the deadline given to you by your Dean and the Registrar's Office.

Student who are assigned the NP notation will be removed from your class roster. This notation will also impact students' financial aid eligibility or veteran benefits for the current term.

"UF" grades will no longer be used for grading purposes, you may not report a student at the end of the term as NP. Please follow the specific deadlines provided by your Registrar for each term and shortened sessions within a term.