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:

- 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.
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.

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.
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.

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.