Grading, Notations and Academic Engagement Policy
Instructions for Faculty

In spring 2020, 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.

Examples of academic engagement includes, but is not limited to, the following:

- Attending asynchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
- Submitting an academic assignment.
- Taking an assessment or an exam.
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
- Participating in a study group, group project, or an online discussion that is assigned by the institution.
- Interacting with an instructor about academic matters.

The determination of academic engagement must be made by the institution in accordance with any state and/or accrediting agency requirements. A student’s self-certification alone is not sufficient documentation of academic engagement; it must be supported by institutional documentation of the student’s attendance in the activity.

(for additional information on using Blackboard Tools to identify academic engagement, click here)

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
- Participating in a student-organized study group.

The Role of Faculty

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

To report whether 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 http://my.commnet.edu with your credentials.

2. Navigate to Banner Faculty Self-Service

3. Select Faculty/Advisor Services.

4. Select the correct term and click submit. (example below)
5. Select the CRN you wish to access

Select CRN

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 Midterm Grade Worksheet

- Enter midterm grades, then click Submit Grades.
  - If the word "Confidential" appears next 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).

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

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Last Attend Date</th>
<th>Attend Hours</th>
<th>Registration Number</th>
</tr>
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<tbody>
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<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Please submit grades often. There is a 30 minute time limit on this page.
8. Once you have completed the worksheet click submit.
   a. Look for the notification, “The grade or Last Attend Date changes you made have been saved successfully” in the box over your roster.
   b. Retain a copy for your records.

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

10. If you have additional classes you are teaching you will see them on the CRN selection. Proceed back to steps 5 – 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. For colleges with shortened/condensed terms, please refer to specific guidelines provided by your Registrar.

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.