

ACADEMIC ENGAGEMENT

While CT State is not considered an attendance-taking institution, the College is required to verify the academic engagement (defined below) 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.

Required Activity Prior to Census

All students are required to demonstrate academic engagement (defined below) in each of their registered courses no later than the predetermined census date of each period of enrollment. Students who make this demonstration in at least one of their registered courses shall be considered to have begun the period of enrollment. Students who do not make this demonstration in any registered courses shall be considered to have not begun the period of enrollment. The engagement dates are listed in the College’s academic calendar (<https://ctstate.edu/academics/academic-calendar>).

Students Who Begin a Period of Enrollment

Students who begin a period of enrollment shall be counted in official census data, reflective of their actual enrollment status. Students who then cease engagement in their coursework, without officially withdrawing from the college prior to the end of the withdrawal period, shall be assigned a letter grade of “F” with a corresponding last date of academic engagement for each affected course. These students shall be considered an unofficial withdrawal from the college, and be subject to Return of Title IV regulations, if applicable. The latest date reported by faculty shall be the date of determination for unofficial withdrawal from the college.

Students Who Do Not Begin a Period of Enrollment

Students who are determined to have not academically engaged in a period of enrollment leading up to census shall be assigned a registration status of “Never Participated (NP)” for each affected course. Students assigned an NP for all courses shall be removed from the period of enrollment and shall be counted as “never attended” for enrollment reporting purposes. Courses with an NP designation are not counted toward a college’s official census, and affected students are not eligible to receive financial aid for courses assigned this status.

NP - Never Participated

A registration status used for students who have enrolled in coursework but have failed to engage in an academically related activity by the predetermined census date. Students who receive an NP designation are no longer permitted to attend a course section after an NP has been reported. Additionally, they are not eligible to receive a final grade, and not eligible to access the learning management system for the affected course section.

Academic Engagement Definition

In accordance with federal regulatory definition, academic engagement (otherwise known as “academic attendance” and “attendance at an academically-related activity”) includes, but is 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.

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.