

3357:13-14-402 Procedures for Monitoring Student Engagement

- (A) Student engagement is based on the “active pursuit” of learning which can be measured by class attendance, class participation (in class or online), taking required quizzes/examinations, initiating contact with the faculty member to ask a question about the academic subject, and submission of work assignments.
- (B) Student engagement consists of a student attending at least 60% of the class sessions (there should be attendance throughout the course) and/or completing 75% of the assignments listed on the syllabus at the midpoint in the course. Exceptions can be made when personal/family/employment difficulties arise and when there is on-going communication between the student and faculty member. The communication must be documented (Canvas, email, Aviso, etc.).
- (C) Faculty members submit an early alert for students who are not actively pursuing the course at the 25% point in the class.
- (D) Faculty discuss attendance/performance problems with students in the week before mid-term grades and determine whether the problems can be remedied.
 - (1) At the time the faculty begins outreach with the student, the Assistant Dean is notified.
 - (2) If the faculty member does not have immediate contact with the student, they will reach out to the Assistant Dean for discussion.
 - (3) Following discussion with the Assistant Dean, the faculty member submits a “withdrawn for non-participation” (WNP) grade and date of last attendance for students meeting the definition of not actively engaged at the mid-term point in the course.
- (E) Detailed Procedures:
 - (1) The Registrar alerts each faculty member no later than the mid-point of the course that the system is open for the input of mid-term grades and WNP withdrawal.
 - (2) Each faculty member calculates a grade and determines the level of student engagement.
 - (3) Prior to submitting the WNP, the faculty member contacts the Assistant Dean to discuss remediation possibilities.
 - (4) Following discussion with the Assistant Dean, each faculty member uses the student information system to enter a mid-term grade and any WNP withdrawal for each student registered for the course.
 - (5) Student Records notifies Financial Aid and sends letters to those students receiving a WNP. The student will be referred to the advisor.
 - (6) Advisors are notified of all students withdrawn for WNP.

(7) The Student Records office notifies the assistant deans of faculty who have not turned in mid-term grades and WNP's by the submission deadline.

(8) A copy of the WNP letter is put in the student's file.

Effective: March 28, 2023

Expires: March 1, 2028

Review Dates: 4/26/78, 7/1/97, 5/1/15, 11/24/20, 6/28/22, 3/28/23