

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, and submission of work assignments or papers.
- (B) Student engagement consists of a student attending at least 60% of the class sessions (there should be attendance throughout the term) and/or completing 75% of the assignments listed on the syllabus at the midpoint in the term. Exceptions can be made when there is on-going communication between the student and faculty member. The communication must be documented and the faculty member and student must be in agreement regarding the exception.
- (C) Faculty will submit an early alert for students who are not actively pursuing the course at the 25% point in the class.
- (D) Faculty will submit WNP (withdrawn for non-participation) for students meeting the definition of not actively engaged at the 50% point in the term
- (E) Detailed Procedures:
 - (1) The Registrar will alert each faculty member no later than the beginning of the eighth week of classes (or the point of mid-term for flexibly scheduled classes) that the system is open for the input of mid-term grades /WNP withdrawal.
 - (2) Each faculty member will calculate a grade and determine the level of student engagement.
 - (3) Each faculty member will use the student information system to enter a mid-term grade/WNP withdrawal for each student registered for the class.
 - (4) Student Records will send letters to those students receiving a WNP. The student will be referred to the academic liaison.
 - (5) Academic liaisons will be notified of all students withdrawn for WNP
 - (6) The student Records office will notify the assistant deans of faculty who have not turned in mid-term grades/WNP by the submission deadline
 - (7) A copy of the WNP letter will be put in the student’s file.

Effective: May 1, 2015

Expires: May 1, 2020

Review Dates: 5/1/15