

Ashland University

Academic Engagement Reporting Policy

Policy Statement

Ashland University is not an attendance taking institution. However, Department of Education regulations require that faculty/instructors confirm that every student in every course has begun academic engagement and report this to the Registrar by the drop date. Students with no academic engagement will be dropped from the course, and may have tuition, fees and financial aid adjustments.

Academic Engagement Reporting Rationale and Procedures

A) Rationale for Reporting Academic Engagement

To be eligible for financial aid, students must begin academic engagement in every course as required by Department of Education regulations. Faculty/instructors must confirm academic engagement for such participation. Students will be administratively dropped from courses in which they never participated.

1. **“Academic engagement”** is the active participation by a student in an instructional activity related to the student’s course of study and includes, but is **not limited** to the following activities (CFR Title 34/Subtitle B/Chapter VI/Part 600/Subpart A/600.2, and 2021-22 FSA Handbook, Volume 5, Chapter 2, pages 5-76 & 5-77):

- Attending a synchronous class, lecture, recitation, or field of 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; or
- Interacting with an instructor about academic matters.
- Academic engagement does NOT include activities where a student may be present but not academically engaged, such as logging into an online class or tutorial without any further participation, or participating in academic counseling or advisement.

2. Reporting Academic Engagement

Faculty/instructors will report academic engagement (defined in #1 above) as follows:

1. All registered students must be reported to the Registrar’s Office by midnight on the last day to drop a course without a grade of “W” (see the Registrar’s published academic calendar for specific dates), indicating whether each student participated in academic engagement. Financial aid may need to be recalculated if a student drops a course during the drop period and receives a reduction of tuition charges.

2. The Registrar's designated system should be used to report academic engagement for each student in every course.

B) Offices/Agencies That Need Accurate Enrollment Information

1. **The Office of Institutional Effectiveness** provides critical data to external and internal parties. Enrollment data as of the census date(s) is necessary to report accurate data. Accurate academic engagement records at census are also important in the determination of retention data.
2. **The Center for Academic Support** depends on Early Alerts from faculty/instructors to provide counseling and academic support services that may be critical to a student's academic success. Faculty/instructor participation in Early Alerts have a significant impact on the University's improving retention rates.
3. **Higher Learning Commission** – according to the Quality Scorecard, taking attendance helps ensure:
 - Opportunities to engage students with the program and institutions in order to minimize feelings of isolation and alienation (criteria 3E).
 - A process is in place and followed for the assessment of support services for faculty and students (criteria 4A).
 - A process is in place and followed for the assessment of student retention in online courses and programs (criterion 4A, 4C).
4. **The Registrar's Office** sends a monthly enrollment report to the National Student Clearinghouse. This information is provided to the National Student Loan Data System that determines when students are to start or continue loan repayment. If enrollment information is not correct, the government may be paying interest on student loans when they should not be, which would be a liability to the University.
5. **Financial Aid/Business Offices**
 - Monitoring and reporting every student's initial academic engagement in every course is critical to ensure that Department of Education Title IV funds are awarded appropriately.
6. **Office of Veterans Services**
 - Must report on a regular basis the enrollment of students who receive GI Benefits. Students who stop attending courses where attendance is not taken may be receiving more benefits than they are entitled to.
 - Veteran/Military Leave: According to policies and procedures set forth by Ashland University's Office of Veterans Services, the University will grant service members requiring more than a 30-day leave a release from coursework. Contact the Office of Veterans Services for more information regarding this process.

Revision approved by Academic
Council on May 24, 2022