



Academic Engagement Policy

Highland Community College requires academic engagement for a student to remain enrolled in a course. Academic engagement is defined by the Department of Education as “active participation by a student in an instructional activity related to the student’s course of study”. Students who do not attend and engage in an enrolled class by the below definitions will be designated as a “no show” by their instructor and will be dropped from the course by the Registrar’s office.

The Higher Learning Commission defines attendance in an online course by the submission of classwork, therefore, a student must submit gradable coursework to have attended and be engaged. Gradable coursework includes uploading an assignment, posting to a discussion board, or completing a quiz or exam. Logging into an online course, but not submitting coursework, does not qualify as having engaged in the course.

In a face to face classroom, being physically present when the course is in session and led by the instructor is documented as attended and engaged.

Instructors will report “no show” students on the final day of the posted 50% refund period for the enrolled session. See the HCC website for a listing of dates. Students who are dropped for non-attendance and non-engagement will be refunded course tuition and fees. Course material consumable items are non-refundable if not in new, unused condition. Financial aid awards will be adjusted.

A student may appeal to be reinstated into the course, within two business days of being dropped as non-attended, by making written email contact to the HCC Registrar’s office at registrar@highlandcc.edu.