

What is an “Academically Related Activity”?

Faculty must report on the Verification of Enrollment (VOE) roster whether or not a student has participated in an “academically related activity” for your course. *Simply logging into Blackboard is not enough!*

Verification of Enrollment (VOE) is required for all courses and failure to submit an accurate roster in a timely manner can impact a student’s financial aid.

The following are examples—though not an exhaustive list—adapted from the definition provided by the U.S. Department of Education of ways a student may demonstrate their participation in the course to fulfill the VOE requirements.

In-person or Synchronous Online Courses

- Physically attending a class (including a live Zoom or Blackboard video meeting) where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam or quiz
- Attending a study group that is assigned by the instructor
- Initiating contact with the faculty member to ask a question about the academic subject studied in the course

Asynchronous Online Course

- Substantive participation in an online discussion board/chatroom related to the academic content of the course (Note: Responses or posts such as “ditto” or “I agree” do not fulfill the requirement for substantive participation.)
- Submitting an academic assignment
- Taking an exam or quiz
- Participating in an interactive tutorial or computer-assisted instruction related to the course
- Engaging in an online academically related activity, or initiating contact with a faculty member to ask a course-related question.

Academically related activities do **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 general academic counseling or advisement, not directly related to your course.

Course Planning

Make sure you plan *at least* one required academically related activity prior to the VOE roster submission deadline, as listed on the [Academic Calendar](#), to allow your students the opportunity to demonstrate their participation in your course.

The Winter Intersession and Summer have compressed calendars. Please bear in mind the very short period before the VOE roster deadline for these terms when planning your course activities.

If you have questions about what fulfills the requirements for an “academically related activity,” please contact the Office of the Registrar at registrar@brooklyn.cuny.edu.