

PARTICIPATION VERIFICATION

Identify
Non-Participating Students

Certify the Class

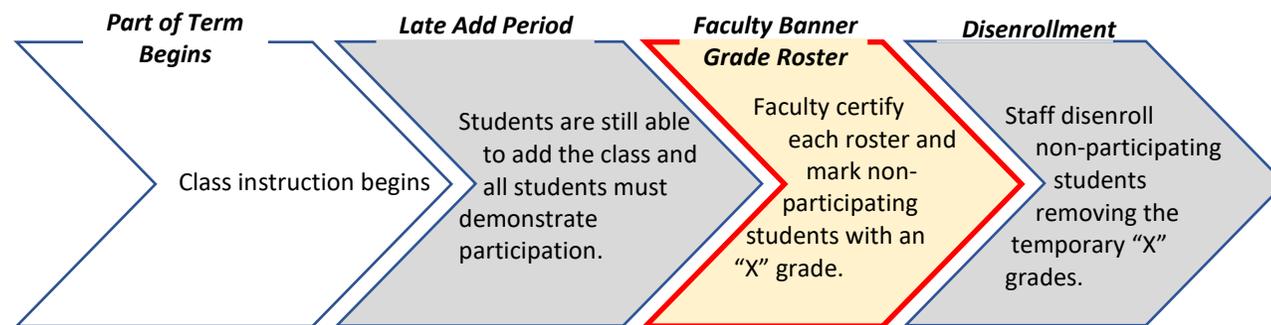
Overview

Executive Policy 7.209: Student Participation Verification in Coursework

Each institution must comply with Federal Student Aid Title IV financial aid regulations regarding verification of students' participation in the courses in which they are enrolled. Any student who fails to establish attendance and participation by the end of the late registration period will be dropped from the class with tuition and fee charges reversed from their account. They may also be dropped from other classes that are dependent on the class where they failed to establish attendance (i.e. co-requisite or future class where the dropped class meets the prerequisite requirement).

Faculty identifying non-participating students is critical in this institutional obligation. The process requires that faculty identify non-participating students via the MyUH grade roster. Students flagged as non-participating will later be processed by the records office and disenrolled from the appropriate class(es).

Process at a Glance



Access Your Grade Roster

1. Go to <https://myuh.hawaii.edu/>, search for “final grading” and click on the tile. You may be prompted to login if you have not done so already.



2. Select the term, then CRN from the drop-down lists.

MyUH Grade Roster Roadmap

During the faculty verification and certification period, two features will display.

Final Grade Worksheet

- For final grade due date, please check with the registrar's office where the class is offered. Most campuses list their deadline on the...
- You must submit grades for the current page before entering grades on remaining pages.
- In addition to the assigned grade, enter Last Attend Date (MM/DD/YYYY) for all students who did not pass the class.
 - If the student did not pass and never attended, enter the day before the class began.
 - If the student did not pass but attended all or part of the term, enter the last known attendance, assignment or test/exam date.
- After grades are rolled, submit any changes via the campus Change of Grade form.

Course Information
Business Law - BUSA 324 2
CRN: 69034
Students Registered: 27

"I certify that I have reviewed this roster for non-participation as defined by system policy. Non-participating students have been identified by checking the NO SHOW box and are subject to disenrollment from the class. This one-time certification applies to any of my changes made thereafter to the roster."
To save "no show" grade entries/changes, you must click on the SUBMIT button below the roster.

Please submit the grades often. There is a 60 minute time limit starting at 10:29 am on Oct 06, 2020 for this page.

Record Sets: 1 - 25 26 - 27

Final Grades

Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
1	22663899 Aloha, Shannon G.	3.000	RW	<input type="text"/>	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2	25602421 Bailey, Ginger C.	3.000	RW	<input type="text"/>	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3	26981917 Chun, Jackie E.	3.000	RW	<input type="text"/>	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4	23131515 Fernandez-Garner, Jolie H.	3.000	RW	<input type="text"/>	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5	24440809 Gio, Lexi J.	3.000	RW	<input type="text"/>	N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Certification Box

No Show Boxes

Identifying Non-participating Students

Assign and remove “X” grades by clicking the NO SHOW box. “X” grades cannot be entered/removed directly in the GRADE field.

“X” grade = Student did not participate

Final Grades									
Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show	
1	22663899 Aloha, Shannon G.	3.000	RW	X	N			<input checked="" type="checkbox"/>	

Click the NO SHOW box to assign an “X” grade.

Final Grades									
Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show	
1	22663899 Aloha, Shannon G.	3.000	RW		N			<input type="checkbox"/>	

Click the same NO SHOW box to remove an “X” grade.

Identifying Non-participating Students

Be sure to review the entire roster and save your entries.

Final Grades										
Registration Number	ID	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show	
26	22557861	Tucker, Jenny O.	3.000	RW	X	N	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
27	24917364	Ui, Jessie-Ann C.	3.000	RW		N	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Record Sets: [1 - 25](#) [26 - 27](#)



For larger classes, remember to review all pages of the roster by clicking on the RECORD SETS links below the roster.

To ensure your entries saved, click the SUBMIT button.

Certifying the Class

To certify that you have reviewed the entire roster for non-participation, check the SUBMIT CERTIFICATION box at the very top of the roster. Certification only needs to be done once for each class.

Final Grade Worksheet

 • For final grade due date, please check with the registrar's office where the class is offered. Most campuses list their deadline

- You must submit grades for the current page before entering grades on remaining pages.
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Once certified, the submission date will display.

Certification submitted on 06-OCT-2020

After the Verification/Certification Period

After the certification deadline, “X” grades will still be visible on the grade roster. But because the NO SHOW boxes no longer display, they cannot be assigned or removed by faculty. This ensures grades are not changing while staff is disenrolling. The student and the “X” grade will be removed once they have been administratively dropped from the class.

Course Information								
Business Law - BUSA 324 2								
CRN: 69034								
Students Registered: 27								
Please submit the grades often. There is a 60 minute time limit starting at 11:38 am on Oct 06, 2020 for this page.								
Record Sets: 1 - 25 26 - 27								
Final Grades								
Registration ID Number	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	
1	22663899 Aloha, Shannon G.	3.000	RW	<input type="text" value="v"/>	N	<input type="text"/>	<input type="text"/>	
2	25602421 Bailey, Ginger C.	3.000	RW	X <input type="text" value="v"/>	N	<input type="text"/>	<input type="text"/>	
3	26981917 Chun, Jackie E.	3.000	RW	X <input type="text" value="v"/>	N	<input type="text"/>	<input type="text"/>	
4	23131515 Fernandez-Garner, Jolie H.	3.000	RW	<input type="text" value="v"/>	N	<input type="text"/>	<input type="text"/>	