Student Participation Verification
Faculty Overview

October 30, 2020

OVERVIEW

Executive Policy 7.209: Student Participation Verification in Coursework

Faculty play a primary role in our student's success. Early engagement with students helps develop relationships, identify potential problems, and meets institutional compliance requirements for Federal Student Aid Title IV financial aid regulations regarding verification of students' participation in courses in which they're enrolled. Any student who fails to establish attendance and participation by the end of the late registration period will be dropped from the class.

It is paramount that faculty participate in this critical institutional obligation of determining students continued eligibility to receive federal financial aid, by attesting to the academic participation of students in the faculty member's classes.

Faculty identify non-participating students in MyUH. This information is received by the records office, which administratively dis-enrolls any non-participating students from their registered course(s). Please note that if a student is marked as not participating in a co-requisite course, the student will be administratively disenrolled from both courses.

OPTION 1: MyUH (Banner)

During the faculty time-period (as identified by the campus), faculty:

1. Log into MyUH Grade Roster
2. Mark each non-participating student with an "x" grade in the No Show column
3. Certify that they have reviewed their roster and identified non-participating students by clicking on the "Submit Certification" box

ℹ️ Only the *primary* faculty assigned on SSASECT can certify the class and assign/remove "X" grades.

CERTIFICATION BOX

"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 box below the roster.

Before Certification [Submit Certification]

After Certification [Submit Certification] Certification submitted on 10-MAR-2020

MyUH Grade Roster

NO SHOW "X" GRADE

To assign and unassign the "X" non-participation grade, faculty must **check the No Show box**. The "X" grade cannot be added or removed via the Grade field.

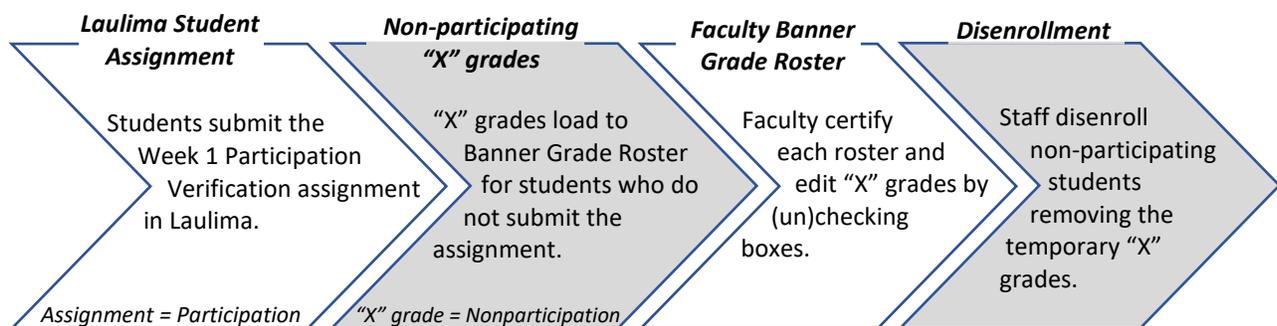# OPTION 2: MyUH (Banner) with feed from Laulima

This Laulima-Banner solution is intended to provide another option for faculty who use Laulima as their learning management system.

In this option, students submit a response to the Week 1 Engagement Activity, which will be recorded in Laulima. Since students have until 11:59 pm to register during the late registration period, students are allowed until 11:59 pm on the day after the last registration period to complete their Week 1 Engagement Activity. Then during the nightly update, all the information from Laulima is pulled into the MyUH Faculty Grade Roster. All students who did not participate will have an "x" grade assigned.

During the faculty time-period (as identified by the campus), faculty must:

1. Log into MyUH Grade Roster
2. Students who did not participate in Week 1 Engagement Activity will already be marked with an "x" grade in the No Show column. If the student has participated in other activities associated with the course, faculty will remove the "x" grade.
3. Certify that they have reviewed their roster and identified non-participating students by clicking on the "Submit Certification" box

Process at a Glance

Laulima Student Assignment

Students submit the Week 1 Participation Verification assignment in Laulima.

Assignment = Participation

Non-participating "X" grades

"X" grades load to Banner Grade Roster for students who do not submit the assignment.

"X" grade = Nonparticipation

Faculty Banner Grade Roster

Faculty certify each roster and edit "X" grades by (un)checking boxes.

Disenrollment

Staff disenroll non-participating students removing the temporary "X" grades.

DIS-ENROLLMENT PROCESS

After the faculty certification period, students will be directed to Star by the campus to review their participation. The campus records office will then administratively dis-enroll students for Non-Participation, at which point they will no longer appear on the class roster. Students will receive emailed notification upon disenrollment.

STAR GPS Registration Tab

"X" grades assigned for classes registered at the student's home campus will display as an "X."

"X" grades assigned for classes taken elsewhere will display as "unknown." However, when the student clicks on "unknown," the "X" grade will display in the popup box.