PARTICIPATION VERIFICATION

Identify Non-Participating Students
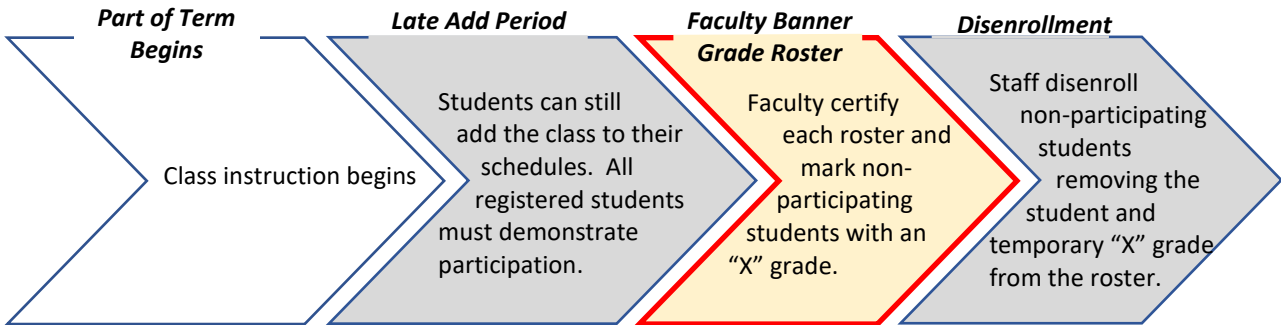
Certify the Class

April 2021

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

Part of Term Begins
Class instruction begins

Late Add Period
Students can still add the class to their schedules. All registered students must demonstrate participation.

Faculty Banner Grade Roster
Faculty certify each roster and mark non-participating students with an "X" grade.

Disenrollment
Staff disenroll non-participating students removing the student and temporary "X" grade from the roster.

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/certification period, both a certification status box and "No Show" column will display.

Course Information
Human Adaptations - ANTH 150 0
CRN: 52200
Students Registered: 31

"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 certification applies to any of my changes made thereafter to the roster."

To save "no show" grade entries, certify and/or recertify the class, you must click on the SUBMIT button below the roster.

CERTIFICATION STATUS: NOT CERTIFIED

⬅ **Certification Status Box**

Please submit the grades often. There is a 60 minute time limit starting at 10:40 am on Apr 19, 2021 for this page.

Record Sets: 1 - 25   26 - 32

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	
1	24727304	Aloha, Kimberly T.	3.000	RW	⌄	N			☐	✉
2	16717438	Brown, Keiko U.	3.000	RW	⌄	N			☐	✉
3	27305207	California, Ronald I.	3.000	RW	⌄	N			☐	✉
4	25994237	Cardinal-Lee, Josie A.	3.000	RW	⌄	N			☐	✉

⬅ **"No Show" Boxes**

Identifying Non-participating Students

Assign and remove "X" grades by clicking the NO SHOW box.

NOTE: "X" grades cannot be entered/removed via the GRADE field.

"X" grade = Student did not participate

Registration Number	ID	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	No Show
1	24727304	Aloha, Kimberly T.	3.000	RW	X ⌄	N			☑

Click the NO SHOW box to assign an "X" grade.

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
1	24727304	Aloha, Kimberly T.	3.000	RW	⌄	N			☐

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

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

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. NOTE: This action also certifies the class, which is covered in the following section.

Certifying the Class

When "X" grade entries are submitted, the class will be viewed/recorded as certified. Certification status displays in the box above the roster.

Not Certified

"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 certification applies to any of my changes made thereafter to the roster."

To save "no show" grade entries, certify and/or recertify the class, you must click on the SUBMIT button below the roster.

CERTIFICATION STATUS: NOT CERTIFIED

Certified

"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 certification applies to any of my changes made thereafter to the roster."

To save "no show" grade entries, certify and/or recertify the class, you must click on the SUBMIT button below the roster.

CERTIFICATION STATUS: CERTIFIED ON 20-JAN-2021

For classes where all enrolled students participated and no "X" grades are assigned, simply click on the SUBMIT button below the roster to certify the class.

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 changed by faculty. This ensures grades are not changing while staff is processing disenrollments. The student and the "X" grade will be removed from the roster once they have been administratively dropped from the class.

Course Information
Human Adaptations - ANTH 150 0
CRN: 52200
Students Registered: 31

Please submit the grades often. There is a 60 minute time limit starting at 10:27 am on Apr 19, 2021 for this page.

Record Sets: 1 - 25   26 - 32

Final Grades

Registration Number	ID	Student Name	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	
1	24727304	Aloha, Kimberly T.	3.000	RW	X ⌄	N			✉
2	16717438	Brown, Keiko U.	3.000	RW	⌄	N			✉
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