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).
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” button below the roster.

Only the primary faculty assigned on SSASECT can certify the class and assign/remove “X” grades.

MyUH FINAL GRADE ROSTER

Click on the “submit” button to save grades and certify the class.
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. This activity must be completed by the late add deadline. 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” button below the roster.

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.
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.