

Student Participation Verification Faculty

April 19, 2021

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).

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

Final Grade Worksheet

Final Grades

Registration ID Number	Student Name	Credits	Registration	Grade	Roll	Last Attend Date	Attend Hours	No Show
1	24727304 Aloha, Kimberly T.	3.000	RW	X	N		0-999.99	<input checked="" type="checkbox"/>
2	16717438 Brown, Keiko U.	3.000	RW		N			<input type="checkbox"/>
3	27305207 California, Ronald I.	3.000	RW		N			<input type="checkbox"/>
4	25994237 Cardinal-Lee, Josie A.	3.000	RW		N			<input type="checkbox"/>

CERTIFICATION STATUS: NOT CERTIFIED

CERTIFICATION STATUS: CERTIFIED ON 19-APR-2021

NO SHOW "X" GRADE

To assign and unassign the "X" non-participation grade, faculty must check/uncheck the NO SHOW box. The "X" grade cannot be removed via the GRADE field.

Grade	Last Attend Date	Attend Hours	No Show
X	MM/DD/YYYY	0-999.99	<input checked="" type="checkbox"/>
			<input type="checkbox"/>

Click on the "submit" button to save grades and certify the class.

Submit

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 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.

OPTION 2: MyUH (Banner) with feed from Laulima

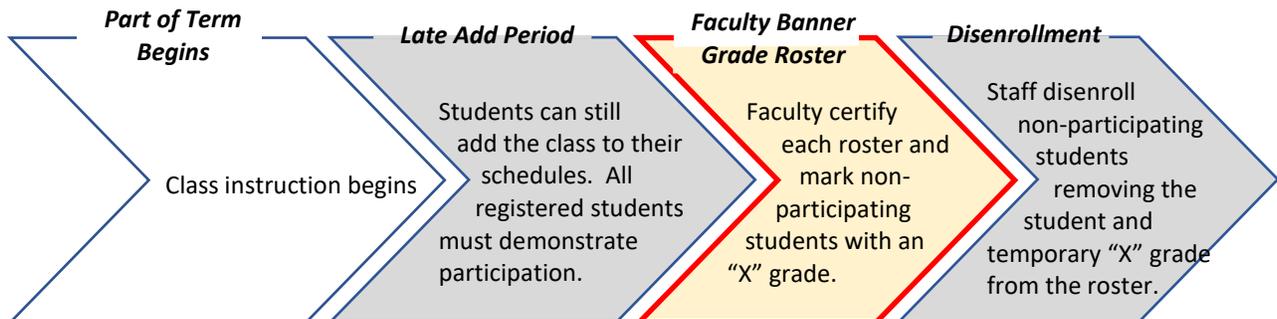
This Laulima-Banner solution is intended to provide another option for faculty who use Laulima as their learning management system.

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



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

The screenshot shows the STAR GPS Registration interface for a student with ID 11111111. The interface is for the 2020-2021 academic year, Fall 2020 semester. A table lists the following classes:

Class Type	Course ID	Grade	Credits
Elective	ART 113	X	3
Elective	ACC124	X	3
Written Com...	ENG 100	***	3
Non-Applicable	HAW 101	unkn...	4
Non-Applicable	HIST 151	unkn...	3

The 'X' grades for ART 113 and ACC124 are highlighted with a red box. The 'unkn...' grades for HAW 101 and HIST 151 are highlighted with a red dashed box. The total credits for the semester are 16.

“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.

The popup box displays the following information for HAW 101 4.00cr MAN - Grade: unknown:

- Transfer Details:** U of Hawaii Hawaii Comm Col
- HAW 101:** Elementary Hawai'i Language I
- Grade:** X
- Credits:** 4
- Semester:** Fall 2020
- Course description:** Study of basic structures of Leo Hawai'i or Hawai'i Language. Emphasis on listening, speaking, reading, and writing skills within a Hawai'i cultural context.
- Contributes to:** Non-Applicable This course or requirement is non-applicable.