Title
Enrollment Verification

Purpose:
The purpose of this policy is to:
A. Establish reliable class rosters for faculty members;
B. Ensure compliance with federal Title IV financial aid regulations regarding verification of initial attendance in post-secondary coursework.
C. Maintain accurate institutional records regarding student enrollment for federal reporting;

Definition:
A. Enrollment verification is the term used to document when a student engages in an academically related activity in a course by the late registration deadline.
B. Student will be considered for this policy to have engaged with the course if they attend in person, communicate with the faculty using any medium, and/or submitting course assignment.
C. Delinquent Financial Obligation - Past due on a financial obligation of the University of Hawai‘i, or failing to pay for tuition and fees by a published deadline (AP 8.621)

Executive Policy:
Attendance and class participation are factors that promote college success. Students are expected to maintain consistent attendance and to participate in the courses for which they are registered. Attendance in class starting from the first class meeting ensures success, making the first days critical.

Some students within the UH System enroll in classes, have tuition and fees payment balances, but fail to follow through with course attendance and completion. Currently, these students accrue a bill based on registration, regardless of attendance. This financial obligation can prevent them from further enrollment when they are ready to succeed. Moreover, this process creates a burden of collection on the College’s business office.

For students who receive Title IV federal student aid funds: “anytime a student begins attendance in at least one course but does not begin attendance in all the courses he or she was scheduled to attend, regardless of whether the student is a withdrawal, the school must check to see if it is necessary to recalculate the student’s eligibility for Pell Grant and Campus-Based funds based on a revised enrollment status and cost of education. If the student is a withdrawal, this recalculation must be done before performing a Return of Title IV Funds calculation, and the school must use the re-calculated amounts of aid in the Return calculation. If a student who has withdrawn did not begin attendance in enough courses to establish a half-time enrollment status, the school may
not make a first disbursement of a Direct Loan to the student after the student withdraws. However, the funds are included as aid that could have been disbursed in the Return calculation. If the school does not perform the recalculations, the school is in violation of Title IV Funding rules and regulations.” From the 2017-18 FSA Handbook (Vol. 5, Chapter 1, page 5-5) Withdrawals and the Return of Title IV Funds

This policy functions to underscore the importance of the first days as a foundation for semester success, to prevent unnecessary financial obligations for students who have not reaped educational benefit due to nonattendance in a course, and to keep the institution in compliance with Federal Title IV funding rules and regulations.

Under this policy, students who fail to establish attendance in class by the end of the late registration period (“no show”) are dropped from the class. Tuition charges for the class will be deleted from the student’s account and, if applicable, the student’s financial aid or veteran’s benefits will be recalculated accordingly. The class will be erased from the transcript and no grade will be assigned. Students are liable for any accrued fees.

In order to implement this policy, all faculty members must verify initial attendance of students registered in their courses by the end of the late registration period. Faculty members teaching online, hybrid, or other classes that do not meet face-to-face during the late registration period will verify initial attendance through one of the following ways:

1. Submission of an assignment
2. Completion of an assessment
3. Participation in an online discussion board
4. Completion of a trackable interaction within the learning system
5. Email the faculty member about course-related subject
6. Other academically-related activity defined by the faculty member that meets federal guidelines for establishing initial attendance.

A student is responsible for informing the instructor directly if he/she will be absent during the late registration period and wishes to stay enrolled.

A student who is dropped from a course via this policy may request a reinstatement in the course through the Vice Chancellor for Student Affairs (VCAA) to add back a dropped course with instructor permission. Late fees may apply. Students who are reinstated are responsible for any missed work.

Procedures:

No later than the end of late registration period, faculty members will report “no-shows” through MyUH or other University recognized application which can provide for reporting.

1. A system-wide email is sent from the Vice President for Academic Planning and Policy’s office to all Faculty alerting them of this process.
2. A system-wide email is sent from the Vice President for Academic Planning and Policy’s office to all students alerting them of this process.

3. After the last class meeting of the late registration period and no later than 11:59 PM on that day, all faculty will verify enrollment in their class by accessing the “Grade Entry” link on MyUH or other University recognized application which can provide for reporting. The faculty member will select the class and mark student to identify a student did not engage with the course.

4. Any student who is reported as not engaging with that class will be dropped.

5. An email is sent to the student alerting them that the class was dropped.

Delegation of Authority

Contact Information

Reference:
2. Kauai Community College, “No-Show Drop Policy,” Policy Guideline 4-10, 01/27/2015, https://drive.google.com/file/d/0B1m_42Rcp3andlFrTktGRE5pVWM/view
4. FSA Handbook Withdrawals and Return of Title IV Funds (page 5-4 through 5.6, 5-60, 5-61)