





November 16, 2021

**MEMORANDUM**

TO: Michael Bruno, UH Mānoa Provost  
Bonnie Irwin, UH Hilo Chancellor  
Maenette Benham, UH West Oahu Chancellor  
Rachel Solemaas, Hawai'i Community College Chancellor  
Karen Lee, Honolulu Community College Interim Chancellor  
Louise Pagotto, Kapiolani Community College Chancellor  
Joseph Daisy, Kauai Community College Chancellor  
Carlos Peñalosa, Leeward Community College Chancellor  
Hokoana, UH Maui College Chancellor  
Ardis Eschenberg, Windward Community College Chancellor

FROM:   
Debora Halbert  
Associate Vice President for Academic Programs and Policy

  
Hae Okimoto  
Associate Vice President for Student Affairs

SUBJECT: Participation Verification

In July 2020, EP 7.209 Student Participation Verification in Coursework was approved and work began across the campuses to implement this process. This requires faculty to identify students who have not participated in their course by certifying students on their class rosters using the MyUH Final Grade Roster. Students who are identified as No Shows+are administratively dropped from their class(es); have the course(s) removed from their record; and receive a 100% refund for the course(s) in question.

Participation Verification serves several purposes:

1. **Preserves Students' Academic and Financial Records for Future Success**  
Students who register and then do not attend incur both a failing grade and a financial obligation for course(s) they do not take. The Participation Verification process prevents students from earning unnecessary failing grades and financial barriers--both of which impede students' future success.







