

## FAQ- Student Participation Tracker

### 1. Why is this necessary?


Student participation tracking is necessary because it is a **federal** requirement to confirm participation for students who receive federal title IV aid (financial aid). As an institution, we need to track all student participation. As such, all students on a course roster, including those that drop the class after the term starts, must have their participation confirmed because they can apply for financial aid at any point during the aid year.

### 2. Why can't faculty just report Participation through Starfish?

Not all faculty utilize Starfish and the institution had to develop an official confirmation for financial aid reporting purposes, which is why the Student Participation tracker was developed. The institution must be able to collect this data for all students in every course for all financial aid eligibility. Additionally, having the data in one place allows us to easily extract it for annual audits.

### 3. Where do I find the link to the Mandatory participation Tracker?

The **Student Participation Tracker** is in self-service, accessible through the myUT portal, located under the Faculty/Advisor tab (see below).



The screenshot displays the myUT portal interface. At the top, the 'myUT' logo is centered. Below it is a navigation bar with several tabs: LAW, NEW STUDENT, STUDENT, STUDENT RESOURCES, GRADUAT, FACULTY & ADVISOR (circled in red), EMPLOYEE, COVID-19 UPDATES, UT COMMUNITY, LIBRARY, and UTM C. The 'UNIVERSITY DIRECTORY' text is visible in the bottom right corner of the navigation bar. The main content area is divided into two columns. The left column is titled 'TEACHING TOOLKIT' and lists various links: Student Safety Commitment Concern Form (highlighted in blue), Active Assignments, Detail Class List, Detail Schedule, Faculty Grading, Grade Change, Incomplete Documentation Form, and Registration Overrides. The right column is titled 'ADVISOR PROFILE' and contains a link for 'Advisor Profile - New'. Below this, there is a section titled 'ATTENDANCE: MANDATORY CONFIRMATION OF STUDENT PARTICIPATION' which includes a link for 'Student Participation Tracker' (circled in red) and a link for 'Step by Step Instructions'.

### 4. When is the Student Participation Tracker Due?

Participation is due on census date for most of undergraduate courses although it will vary based on the Part of the term (POT) course starts. Therefore, faculty teaching in different POTs will have different due dates.

**5. If faculty choose not to answer-what will happen?**

Not responding is responding as *No* (or not present); meaning the students enrolled in the course who have financial aid could lose previously disbursed aid. This will likely result in additional work for faculty as students need to contact faculty and request that they email the financial aid office to report that they did begin participation. This is a federal requirement, therefore need 100% participation from faculty.

**6. Will graduate students that teach courses have access to the Tracker?**

Anyone listed as an instructor of record in Banner will have access to the Tracker.

**7. Who do I contact if I have an issue?**

If you are having issues with your login, you may submit a ticket to IT. For any other issues, email the financial aid mailbox at [utфинаid@utoledo.edu](mailto:utфинаid@utoledo.edu) with "Participation Reporting" in the subject line. If your question is student related, please include the student's name and Rocket number in your email.

**8. Can I change my answer if the student comes in the middle of the term?**

Yes. Email the financial aid mailbox at [utфинаid@utoledo.edu](mailto:utфинаid@utoledo.edu) with "Participation Reporting" in the subject line. In the body of the email, include the students name, Rocket number, CRN, Name and Section number for the course requesting the change.

**9. What happens if I miss the deadline?**

We may be able to re-open the tracker if you didn't report. Email the financial aid mailbox at [utфинаid@utoledo.edu](mailto:utфинаid@utoledo.edu) with "Participation Reporting" in the subject line. In the body of the email, indicate whether you did not report or if you need to change a previously reported response. To change a response, include the students name, Rocket number, CRN, Name and Section number for the course.

**10. Do I have to report all linked courses?**

Yes. Participation must be confirmed in every course listed under your name on the Student Participation tracker. Note: Courses that have zero credit hours attached to it have been removed from the participation tracking process.

**11. Do I need to report students that have already withdrawn from the course?**

Yes. It is very important that all courses a student is enrolled in on the first day of the term and after, are marked with either a "Yes or No" response to qualify them for financial aid. Remember,

for any student without a response, the default is NO. Students establish their eligibility for financial aid by their **participation** even if it was for just one day.

## 12. What do you mean by academic related activity?

The Code of Federal Regulations (34 CFR 600.2) defines ***academic engagement***: Active participation by a student in an instructional activity related to the student's course of study as any activity during that Add/Drop period that includes, but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters

**NOTE:** For online courses, a simple way to track participation early may be to have students participate in a syllabus activity such as a short quiz or brief survey.

## 13. Can I send a list through email?

No. The Student Participation Tracker is the only method for reporting.

**14. What do I enter if a student has permission to start late (i.e. military, student advocacy)?** Submit the status as of the census date even if it is No. When the student begins attending email the financial aid mailbox at [utfinaid@utoledo.edu](mailto:utfinaid@utoledo.edu) with "Participation Reporting" in the subject line to change the No response to Yes. In the body of the email, include the students name, Rocket number, CRN, Name and Section number for the course.

## 15. What do I enter for self-paced classes?

Submit the status as of the census date even if it is No. When the student begins attending email the financial aid mailbox at [utfinaid@utoledo.edu](mailto:utfinaid@utoledo.edu) with "Participation Reporting" in the subject line to change the No response to Yes. In the body of the email, include the students name, Rocket number, CRN, Name and Section number for the course.

## 16. Why do I continue to get a message that I need to update the Tracker?

This message is only sent when the class roster contains outstanding participation, i.e., students that need to be reported. It is important that you report all students even if the student has dropped your class. Remember, the purpose of this is to record students who have begun attending the class therefore establishing eligibility for their financial aid.

**17. How many days will it take for the issue to be resolved?**

If you are having an issue with your login submit a ticket to IT. If you are having any other issues you can email [utfinaid@utoledo.edu](mailto:utfinaid@utoledo.edu) for assistance. Response time will vary based on the number of requests that have been submitted but generally speaking it should take just a few days.

**18. Is there a number that I can call for more information?**

No. The quickest response is by email. This will ensure that common questions are added to this Q & A document therefore assisting other faculty with the same questions.

**19. Can I verify the information over the phone?**

No. The response needs to be updated in Banner in the event the student's record is reviewed in an audit and this response needs to be provided by the instructor of record.

**20. Is this a violation of FERPA?**

No. You are not required to give grade information or specific participation details only confirmation of participation in the course.

**21. What if I have been notified by the Student Success office that a student has extenuating circumstances and is requesting that I give the student an excused absence?**

Excused absences do not exempt the institution/faculty from this requirement. Student participation or confirmation that a student BEGAN attending is required if they started the course. If the student is unable to complete the course it would not change his participation tracking, if a student begins a course the tracker remains YES. If a student does NOT attend/begin a course the tracker would be NO.