

# TITLE IV REPORTING

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## VERIFY ACCESS TO CLASS ROLLS

**You must have Class Rolls access under the Faculty Services tab to complete Parts 1 and 2. Please verify your access before the reporting period begins.**

If you do not have the Faculty Services tab and Class Rolls tab, email [SAP SLCM Role and Group Access](#).



# TITLE IV REPORTING

## PART 1:

### REPORTING STUDENTS WHO DROPPED BEFORE THE W GRADE DEADLINE

- Completed on the class rolls tab during the reporting period.
- W grade deadline is in the academic calendar for **Fall 2025-9/12/2025 for full-term courses.**
- Attendance verification window appears on the class roll for every section.

Class Rolls [Menu](#) COURSE SEARCH  [SEARCH](#) Selected term: **Spring Semester 2025** [\(CHANGE\)](#)

PHI 334  
BUSINESS ETHICS [Verify Attendance, Engagement, or Participation](#)

Section 201  
3.0 Credits  
Time-independent event: LEC  
Lila Maureen Wakeman 39 Enrolled  
0 Waitlisted

[Show all details](#)

<input type="checkbox"/>		3.0 Hours	<a href="#">Details</a>
<input type="checkbox"/>		3.0 Hours	<a href="#">Details</a>
<input type="checkbox"/>		3.0 Hours	<a href="#">Details</a>
<input type="checkbox"/>		3.0 Hours	<a href="#">Details</a>

[Print ...](#)  
[Export section to Excel](#)  
Does not include photos

Windows

Class Meeting Dates  
1/13/2025 - 3/7/2025  
**Attendance Verification  
1/17/2025 - 1/21/2025**  
Midterm Grading  
2/6/2025 - 2/14/2025  
Final Grading  
3/4/2025 - 3/10/2025



# TITLE IV REPORTING

For each student that appears in this section of your class roll, respond **YES** or **NO** to the question:

*Has this student attended, engaged, or participated on or before the date presented for each student, which is the day the student dropped the class?*

**The last day of attendance/engagement/participation can directly impact the amount of aid a student earns, as earned aid increases with each day the student attends.**

Verify Attendance, Engagement, or Participation

Students must begin *attendance, engagement, or participation* in classes to confirm their eligibility for Federal Student Aid. To comply with Federal reporting requirements, the University must report students who fail to begin *attendance, engagement, or participation* in a class. Students reported as not having begun attending class will be dropped from the course with an N grade.

Contact the University Registrar with questions at [titleiv@uky.edu](mailto:titleiv@uky.edu).

Students who dropped prior to W grade deadline:  
Please indicate if these students *attended, engaged, or participated* in class on or before the date they dropped:

			Has this student <i>attended, engaged, or participated</i> on or before 1/14/2025? <input type="radio"/> Yes <input type="radio"/> No	<a href="#">Hide Canvas History</a> No submissions found for this student
			Has this student <i>attended, engaged, or participated</i> on or before 1/15/2025? <input type="radio"/> Yes <input type="radio"/> No	<a href="#">Hide Canvas History</a> No submissions found for this student
			Has this student <i>attended, engaged, or participated</i> on or before 1/17/2025? <input type="radio"/> Yes <input type="radio"/> No	<a href="#">Hide Canvas History</a> No submissions found for this student
			Has this student <i>attended, engaged, or participated</i> on or before 1/20/2025? <input type="radio"/> Yes <input type="radio"/> No	<a href="#">Hide Canvas History</a> Reading Quiz: David Graeber - Debt: The First 5000 Years (excerpt)

Access Canvas history here for any student who has it.

# TITLE IV REPORTING

## PART 2:

### VERIFYING ATTENDANCE, ENGAGEMENT, OR PARTICIPATION

The University of Kentucky has a process in place for faculty to confirm **ONE** time if a student has attended, participated, or engaged at the beginning of the semester in **EACH** class for which the student is enrolled. This process will ensure that after the start of classes, Federal Student Aid funds are not disbursed without the University confirming that recipients have begun attendance.

Completed on the class rolls during the reporting period.

The attendance verification window appears on the class roll for every section.

Class Rolls

Menu

COURSE SEARCH

i.e. BIO, BIO 103 or BIO 103

SEARCH

Selected term: Spring Semester 2025 (CHANGE)

PHI 334

BUSINESS ETHICS

Verify Attendance, Engagement, or Participation

Section 201

3.0 Credits

Time-independent event: LEC

Lila Maureen Wakeman

39 Enrolled

0 Waitlisted

Show all details

	3.0 Hours	Details
	3.0 Hours	Details
	3.0 Hours	Details
	3.0 Hours	Details

Print ...

Export section to Excel

Does not include photos

Windows

Class Meeting Dates

1/13/2025 - 3/7/2025

Attendance Verification

1/17/2025 - 1/21/2025

Midterm Grading

2/6/2025 - 2/14/2025

Final Grading

3/4/2025 - 3/10/2025

# TITLE IV REPORTING

- **Monitoring period:** September 2-8 *for full-term courses*

This begins after the last day to add, but monitoring during the first week of class is also acceptable.

- **Reporting period:** September 9-19 *for full-term courses*

Faculty will report non-compliant students on the class roll accessed through MyUK/Faculty Services/Class Rolls.



# TITLE IV REPORTING

The verification window for each class section for each instructor can be found on the Class Rolls page.

Click on the red “*Verify Attendance, Engagement, or Participation*” button to begin the process of verifying attendance/engagement/participation.

Class Rolls [Menu](#) COURSE SEARCH  [SEARCH](#) Selected term: [Spring Semester 2025 \(CHANGE\)](#)

PHI 334  
BUSINESS ETHICS

[Verify Attendance, Engagement, or Participation](#)

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<input type="checkbox"/>		3.0 Hours	<a href="#">Details</a>
<input type="checkbox"/>		3.0 Hours	<a href="#">Details</a>
<input type="checkbox"/>		3.0 Hours	<a href="#">Details</a>
<input type="checkbox"/>		3.0 Hours	<a href="#">Details</a>

[Print ...](#)  
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Windows

**Class Meeting Dates**  
1/13/2025 - 3/7/2025

**Attendance Verification**  
1/17/2025 - 12/1/2025

**Midterm Grading**  
2/6/2025 - 2/14/2025

**Final Grading**  
3/4/2025 - 3/10/2025

Class Rolls [Menu](#) COURSE SEARCH  [SEARCH](#) Selected term: [Fall Semester 2025 \(CHANGE\)](#)

COM 101  
INTRO TO COMMUNICATIONS

[Verify Attendance, Engagement, or Participation](#)

0 STUDENTS SELECTED ALERTS: Select one or more students to issue alerts

Section 001  
3.0 Credits  
TR 9:30 am - 10:45 am | Bill Gatton Student Center Rm. WORSHAM LEC  
Kelly G McAninch; Rachel Lauren Wright; Asnuoluwapo Olajumoke Aremu 280 Enrolled  
0 Waitlisted

[Print ...](#)  
[Export section to Excel](#)  
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Windows

**Class Meeting Dates**  
8/25/2025 - 12/19/2025

# TITLE IV REPORTING

Faculty will mark students who are not attending, participating, or engaging, rather than marking each student on the roll.

If all students are attending, participating, or engaging, you may indicate this by selecting *"All students in Course Title Section Number are attending."*

Verify Attendance, Engagement, or Participation

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Contact the University Registrar with questions at [titleiv@uky.edu](mailto:titleiv@uky.edu).

Students who dropped prior to W grade deadline:  
Please indicate if these students *attended, engaged, or participated* in class on or before the date they dropped:

*No students dropped prior to the W grade deadline.*

Currently enrolled students  
Please select the students who have **never** begun *attendance, engagement, or participation* in class:

QUICK SELECT  
Search by name, student number, or linkblue to quickly toggle the selection of a student  
Find a student to select

☐ All students in COM 101 Section 001 are attending  
(ALL STUDENTS ARE ATTENDING, ENGAGING, OR PARTICIPATING)

<input type="checkbox"/>	[REDACTED]	CANVAS 0 points
<input checked="" type="checkbox"/>	[REDACTED]	CANVAS 0 points
<input type="checkbox"/>	[REDACTED]	CANVAS 0 points
<input type="checkbox"/>	[REDACTED]	CANVAS 0 points

Check the box by each student's name for any students NOT attending, engaging, or participating



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Next, select either “***Save and Finish Later***” or, if completed, select “***Submit to Registrar***”

Verify Attendance, Engagement, or Participation

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*No students dropped prior to the W grade deadline.*

Currently enrolled students  
Please select the students who have **never** begun *attendance, engagement, or participation* in class:

☒ All students in COM 101 Section 001 are attending  
(ALL STUDENTS ARE ATTENDING, ENGAGING, OR PARTICIPATING)

Save and Finish Later

Submit to Registrar

Once a student is marked for non-attendance/non-participation/non-engagement on the class roll, the student, faculty member, academic advisor, and financial aid counselor will be notified of the drop action. After 2 days, the student will be dropped from the class with a grade symbol “N” and dropped from CANVAS. The student will receive a 50% refund for the dropped class.

**For any questions about this process, please contact Title IV Reporting.**