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.

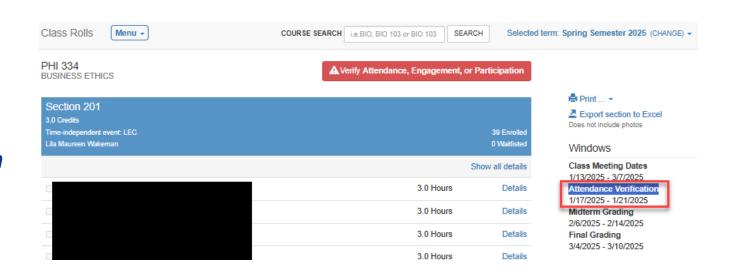If you do not have the Faculty Services tab and Class Rolls tab, email SAP SLCM Role and Group Access.

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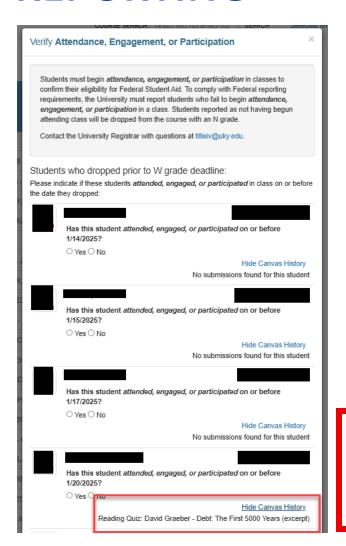
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For each student that appears in this section of your class roll, respond **YES** or **NO** to the question:

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.

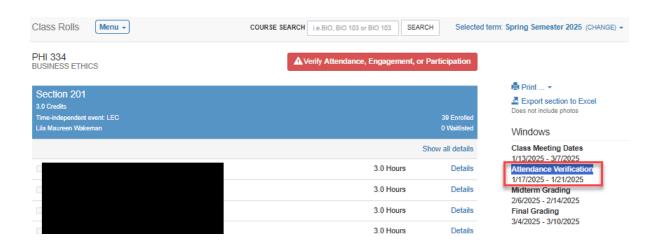Access Canvas history here for any student who has it.

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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.

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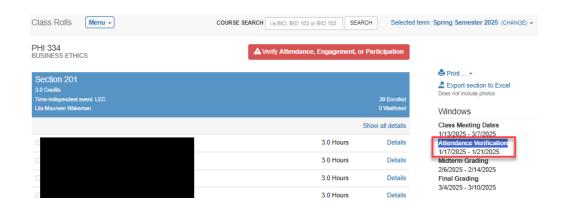
- **Reporting period:** September 9-19 *for full-term courses*

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

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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.
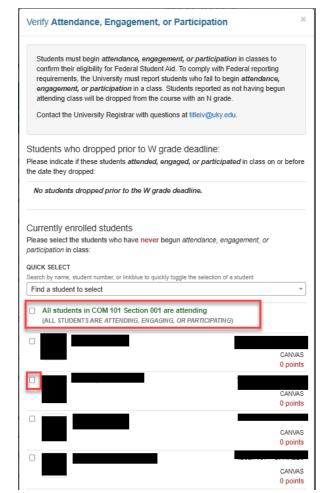
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Faculty will mark students who are not attending, participating, or engaging, rather than marking each student on the roll.
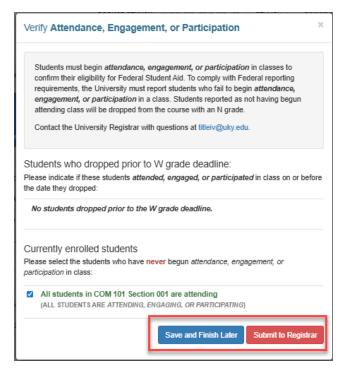
If all students are attending, participating, or engaging, you may indicate this by selecting "*All students in Course Title Section Number are attending*."

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*"

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.

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