University of Kentucky

TITLE IV REPORTING

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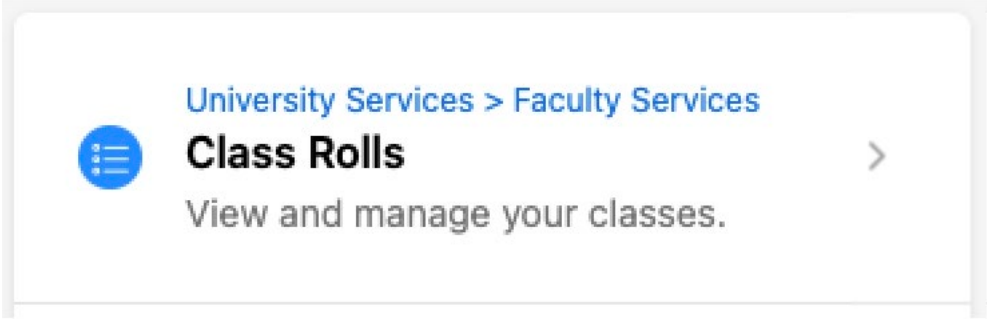
VERIFY ACCESS TO CLASS ROLLS

You must have access to MyUK's "Class Rolls" to complete Parts 1 and 2. Please verify your access before the reporting period begins.

If you do not have access to "Class Rolls", email SAP SLCM Role and Group Access.



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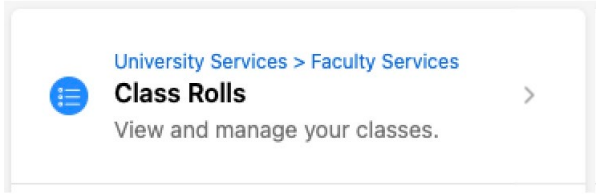
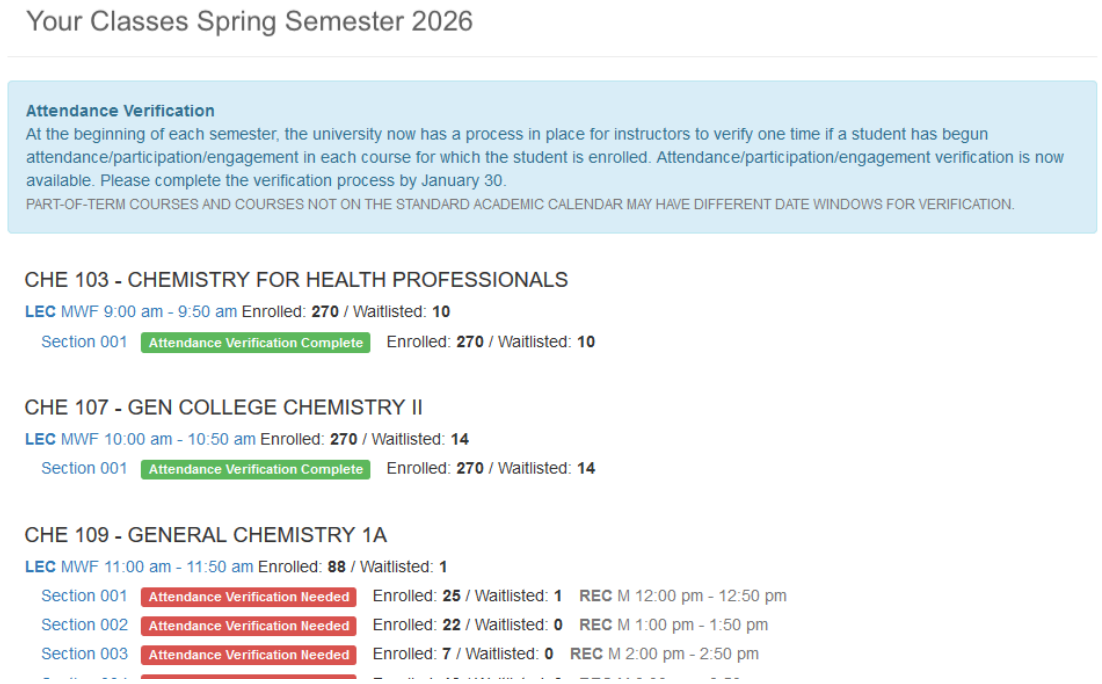
ACCESSING MYUK'S "CLASS ROLLS"

- Visit MyUK
- Enter "Class Rolls" in the search box, and select the "Class Rolls" option



- All courses will be displayed for which you are an instructor, prompting verification status

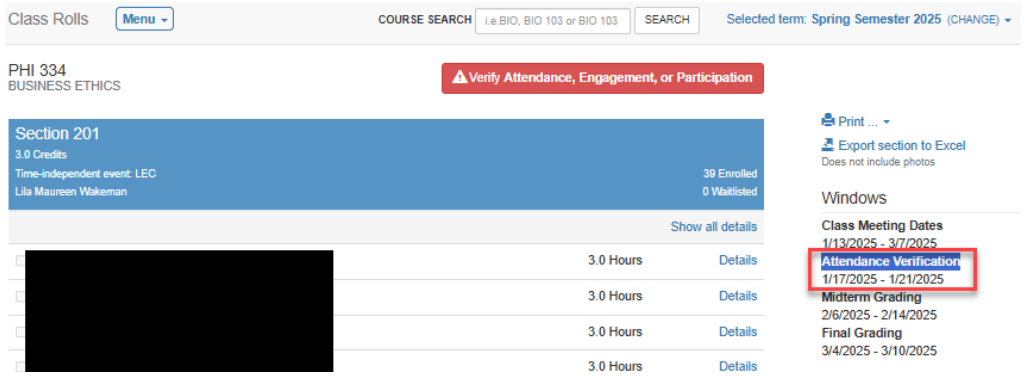


TITLE IV REPORTING

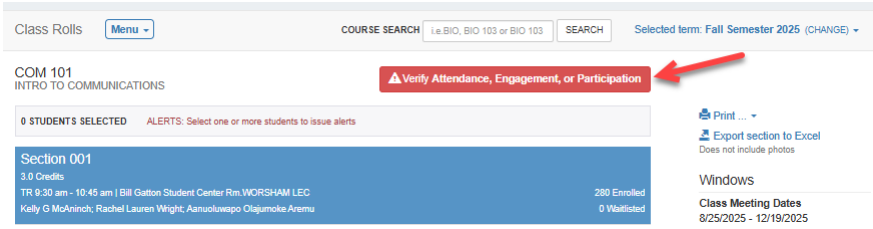
PART 1:

REPORTING STUDENTS WHO DROPPED BEFORE THE W GRADE DEADLINE

- Completed under MyUK's "Class Rolls" option during the reporting period, select the course and section to report on.



- Select the **Verify Attendance/Participation/ Engagement** button



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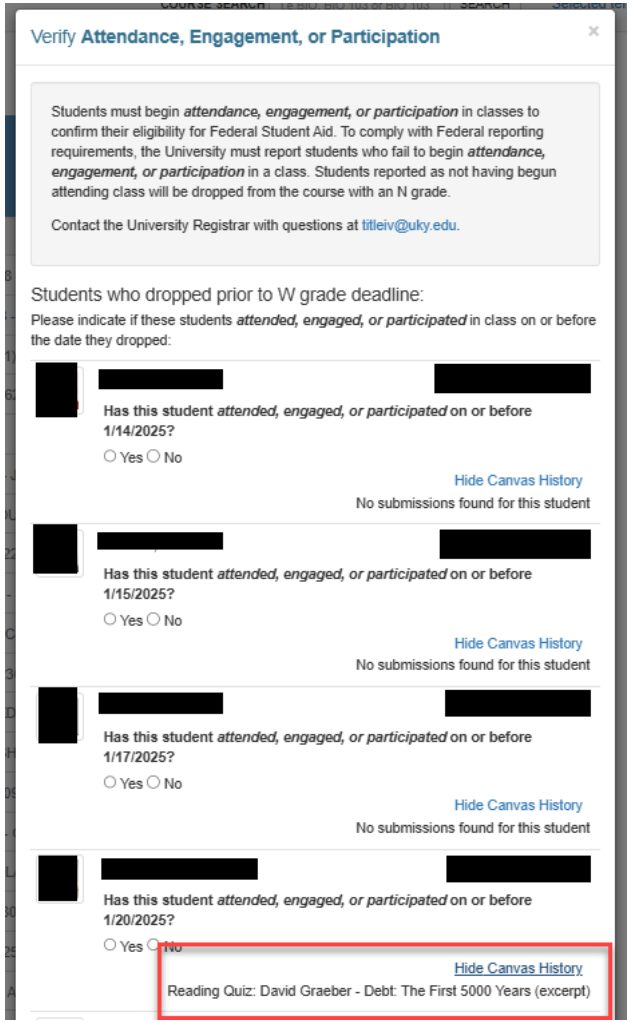
For each student that appears in this section of your class roll, respond **YES** or **NO** to the question:

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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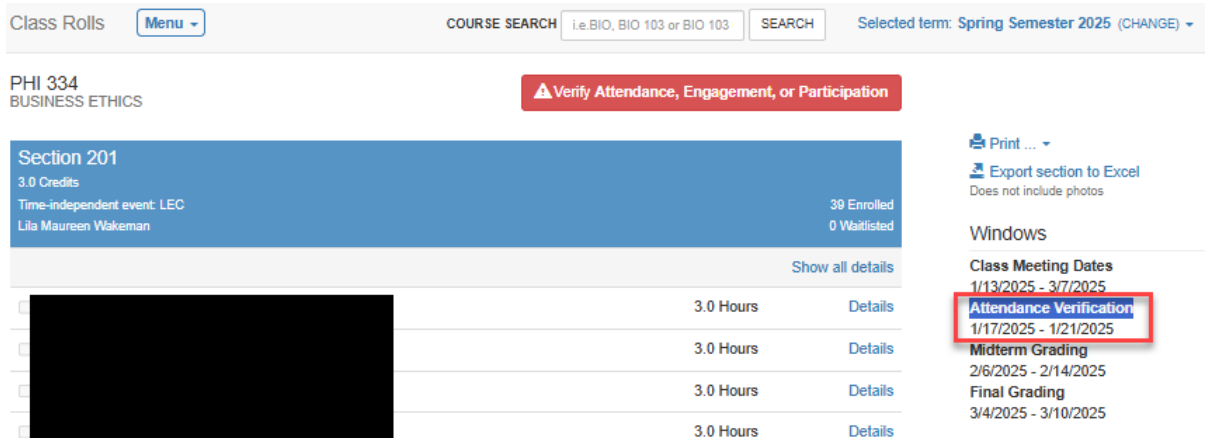
PART 2:

VERIFYING ATTENDANCE, ENGAGEMENT, OR PARTICIPATION

The University of Kentucky has a process for faculty to confirm only **ONCE** whether 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 classes begin, Federal Student Aid funds are not disbursed until the University confirms that recipients have begun attendance.



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

Wildly Possible

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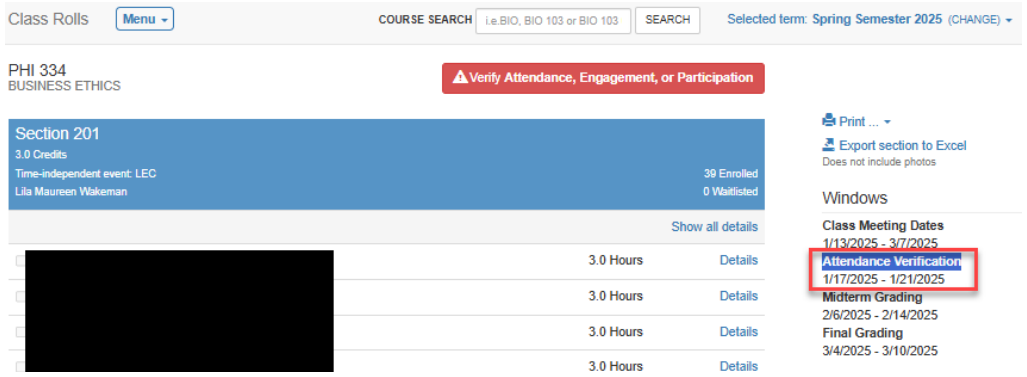
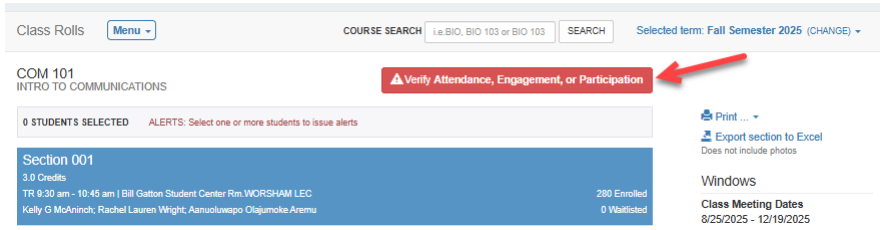
- Completed under MyUK's "Class Rolls" option during the reporting period, select the course and section to report on.



- Select the **Verify Attendance/Participation/Engagement** button



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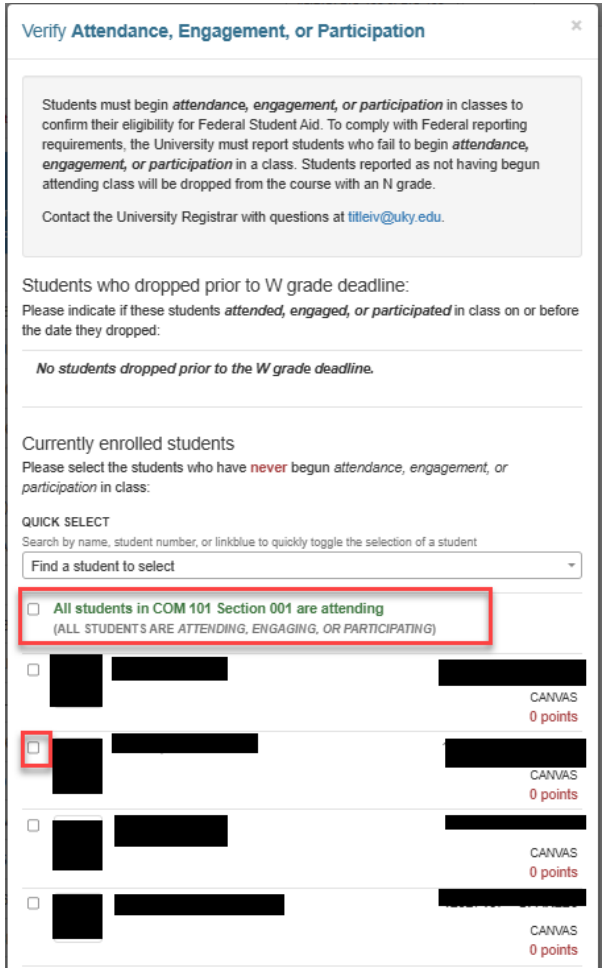
Faculty will mark students who are not attending, participating, or engaging, rather than marking each student on the roll.

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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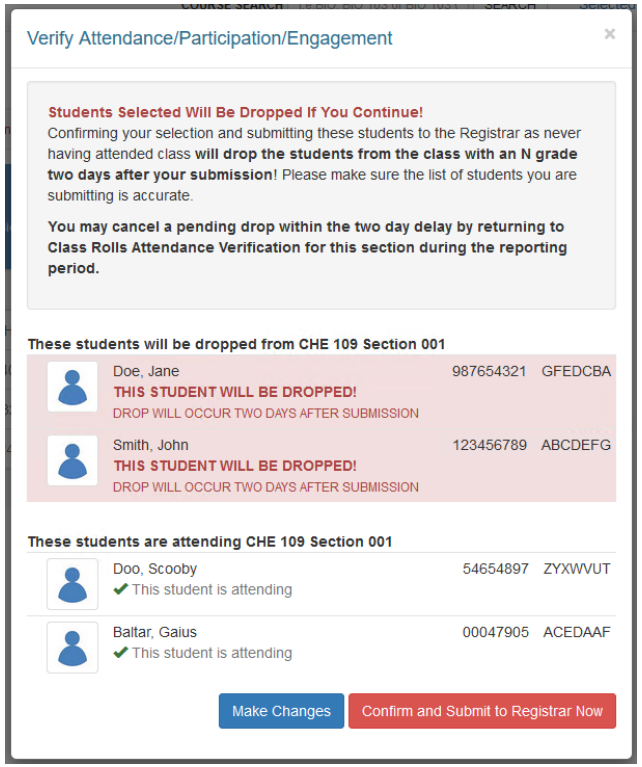
Next, select either "***Save and Finish Later***" or, if completed, select "***Confirm and Submit to Registrar Now***"



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 of "N" and from CANVAS. The student will receive a 50% refund for the dropped class.

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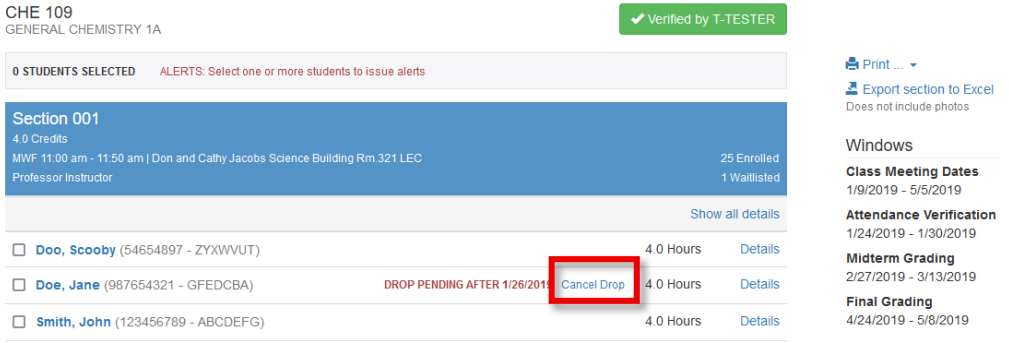
CANCEL A PENDING DROP

- Select the course to edit under MyUK's "Class Rolls"
- Select **Cancel Drop** by the student's "Drop Pending…" alert



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

For further information, please refer UK's Knowledge Base.