

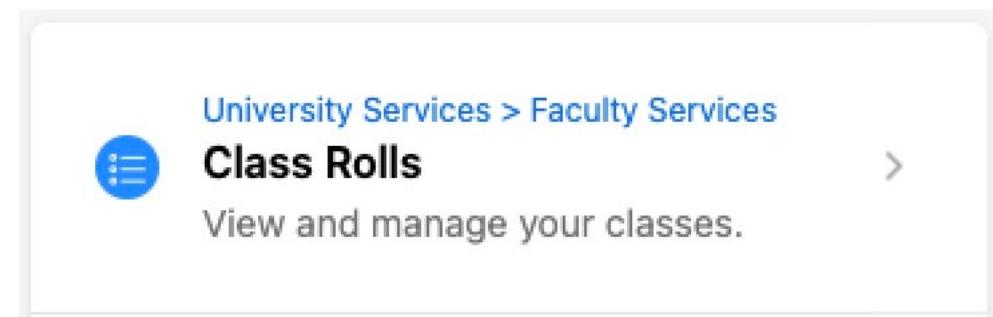
TITLE IV REPORTING

TITLE IV REPORTING

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.

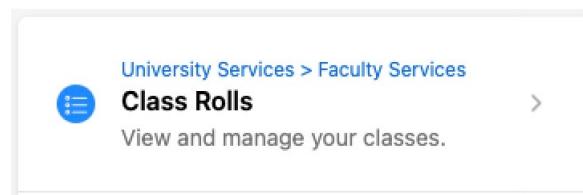
If you do not have access to "Class Rolls", email [SAP SLCM Role and Group Access.](#)



TITLE IV REPORTING

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

Your Classes Spring Semester 2026

Attendance Verification

At the beginning of each semester, the university now has a process in place for instructors to verify one time if a student has begun attendance/participation/engagement in each course for which the student is enrolled. Attendance/participation/engagement verification is now available. Please complete the verification process by January 30.

PART-OF-TERM COURSES AND COURSES NOT ON THE STANDARD ACADEMIC CALENDAR MAY HAVE DIFFERENT DATE WINDOWS FOR VERIFICATION.

CHE 103 - CHEMISTRY FOR HEALTH PROFESSIONALS

LEC MWF 9:00 am - 9:50 am Enrolled: 270 / Waitlisted: 10
Section 001 Attendance Verification Complete Enrolled: 270 / Waitlisted: 10

CHE 107 - GEN COLLEGE CHEMISTRY II

LEC MWF 10:00 am - 10:50 am Enrolled: 270 / Waitlisted: 14
Section 001 Attendance Verification Complete Enrolled: 270 / Waitlisted: 14

CHE 109 - GENERAL CHEMISTRY 1A

LEC MWF 11:00 am - 11:50 am Enrolled: 88 / Waitlisted: 1
Section 001 Attendance Verification Needed Enrolled: 25 / Waitlisted: 1 REC M 12:00 pm - 12:50 pm
Section 002 Attendance Verification Needed Enrolled: 22 / Waitlisted: 0 REC M 1:00 pm - 1:50 pm
Section 003 Attendance Verification Needed Enrolled: 7 / Waitlisted: 0 REC M 2:00 pm - 2:50 pm

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

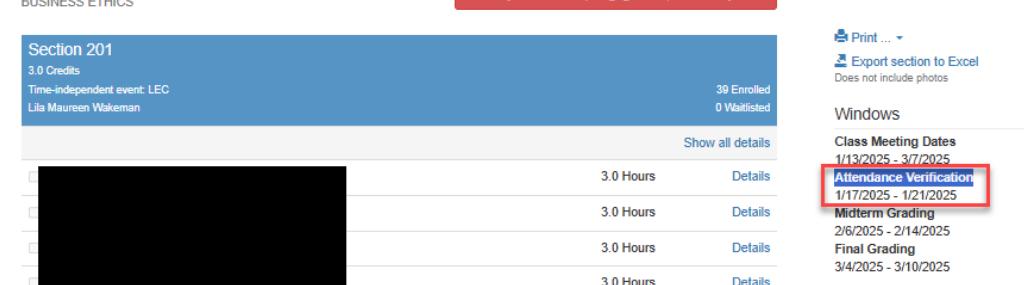


Class Rolls Menu COURSE SEARCH SEARCH Selected term: Spring Semester 2025 (CHANGE)

PHI 334 BUSINESS ETHICS

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

Verify Attendance, Engagement, or Participation



Print ... Export section to Excel Does not include photos

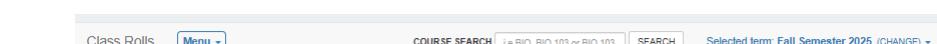
Windows

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

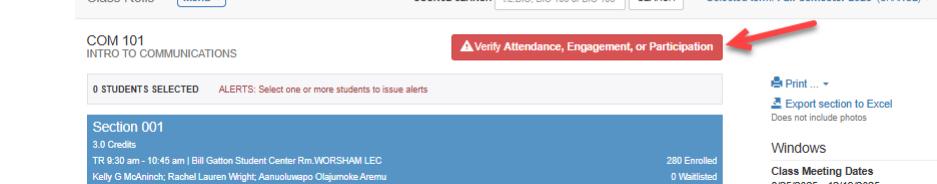


Class Rolls Menu COURSE SEARCH SEARCH Selected term: Fall Semester 2025 (CHANGE)

COM 101 INTRO TO COMMUNICATIONS

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

Verify Attendance, Engagement, or Participation



Print ... Export section to Excel Does not include photos

Windows

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

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.

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

Access Canvas history here for any student who has it.

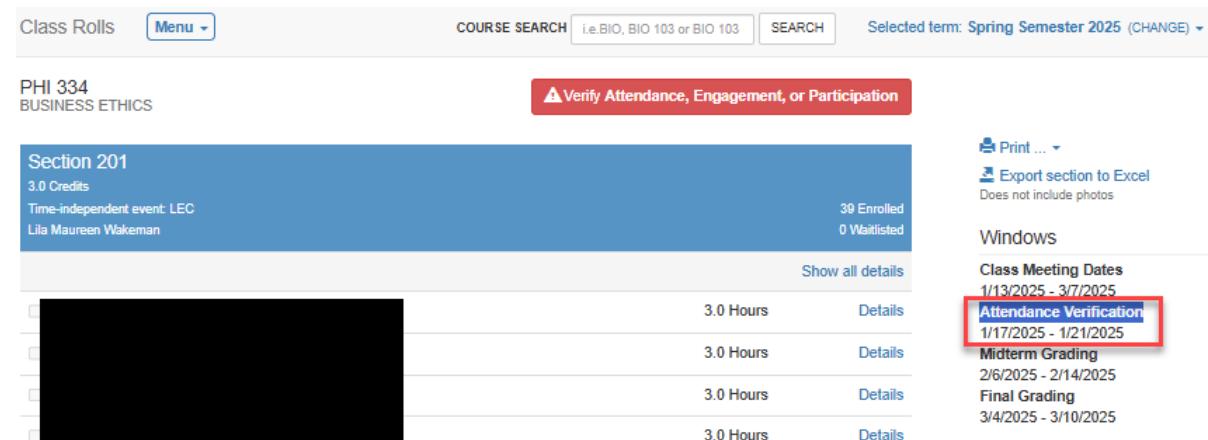
TITLE IV REPORTING

PART 2:

VERIFYING ATTENDANCE, ENGAGEMENT, OR PARTICIPATION

The University of Kentucky has a process 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.

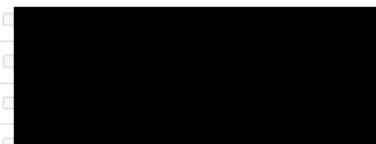


Class Rolls [Menu](#)

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 [Show all details](#)

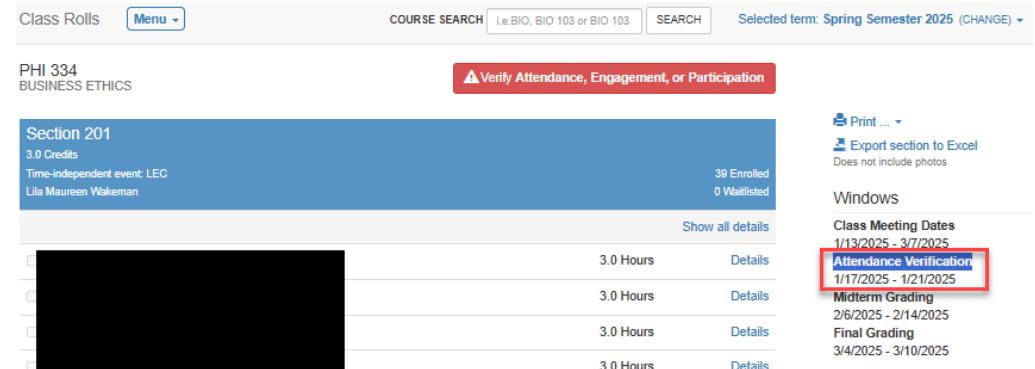
	3.0 Hours	Details
	3.0 Hours	Details
	3.0 Hours	Details
	3.0 Hours	Details
	3.0 Hours	Details

[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

- 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



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

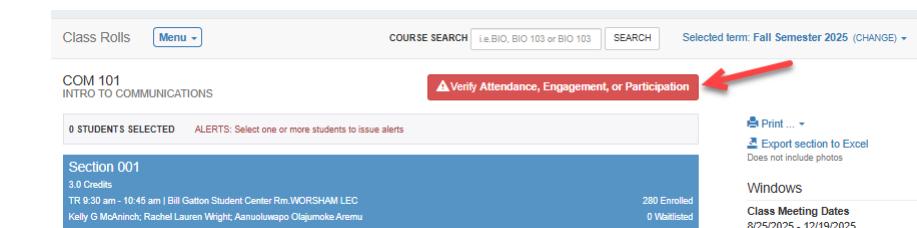
39 Enrolled
0 Waitlisted

Show all details

3.0 Hours	Details

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



Class Rolls [Menu](#) COURSE SEARCH i.e. BIO, BIO 103 or BIO 103 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; Aanuluwapo Olajumoke Aremu

280 Enrolled
0 Waitlisted

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

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.

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

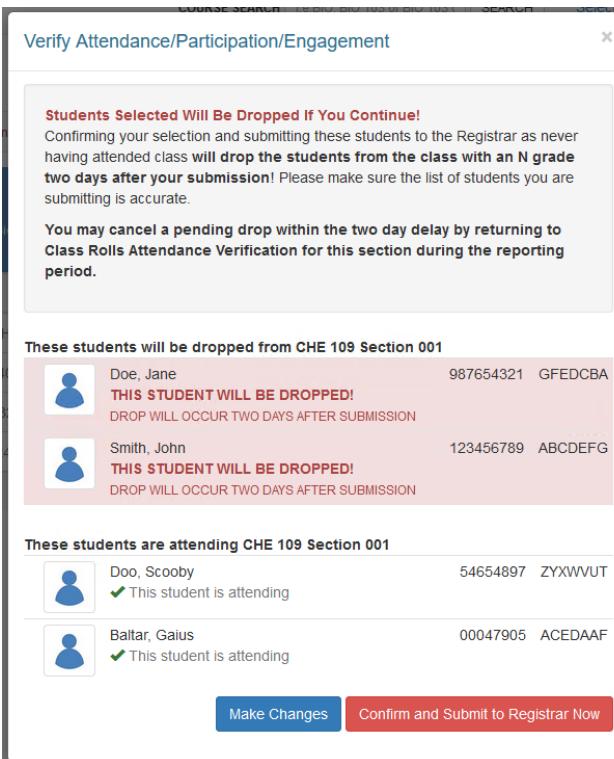
All students in COM 101 Section 001 are attending
(ALL STUDENTS ARE ATTENDING, ENGAGING, OR PARTICIPATING)

[REDACTED] [REDACTED] CANVAS 0 points

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

TITLE IV REPORTING

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



The screenshot shows a modal window titled "Verify Attendance/Participation/Engagement". It contains a warning message: "Students Selected Will Be Dropped If You Continue! Confirming your selection and submitting these students to the Registrar as never having attended class will drop the students from the class with an N grade two days after your submission! Please make sure the list of students you are submitting is accurate." Below this, it says "You may cancel a pending drop within the two day delay by returning to Class Rolls Attendance Verification for this section during the reporting period." The main content area is divided into two sections: "These students will be dropped from CHE 109 Section 001" and "These students are attending CHE 109 Section 001".

Student	Action	ID	Grade
Doe, Jane	THIS STUDENT WILL BE DROPPED!	987654321	GFEDCBA
Smith, John	THIS STUDENT WILL BE DROPPED!	123456789	ABCDEFG
Doo, Scooby	✓ This student is attending	54654897	ZYXWVUT
Baltar, Gaius	✓ This student is attending	00047905	ACEDAAF

At the bottom are two buttons: "Make Changes" and "Confirm and Submit to Registrar Now".

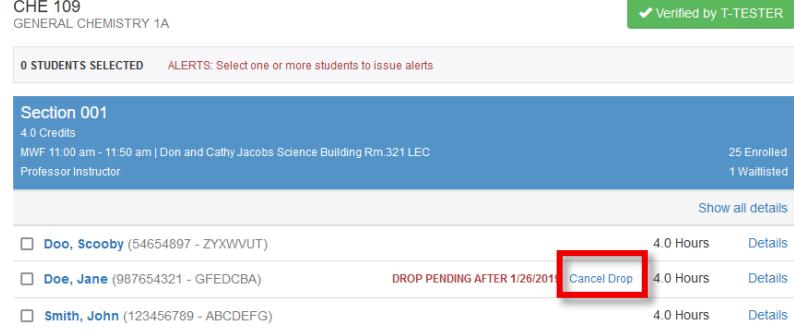
Once a student is marked for non-attendance/non-participation/non-engagement on the class roll, the student, faculty member, academic advisor, and financial aid counselor will be notified of the drop action.

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.

TITLE IV REPORTING

CANCEL A PENDING DROP

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



The screenshot shows a course details page for CHE 109: General Chemistry 1A. It indicates 0 students selected and a pending alert for one student. The student listed is Doe, Scooby, with a pending drop date of 1/26/2019. The 'Cancel Drop' button next to the student's name is highlighted with a red box.

Student	ID	Drop Pending After	Action
Doe, Scooby	54654897 - ZYXWVUT	1/26/2019	Cancel Drop
Doe, Jane	987654321 - GFEDCBA		
Smith, John	123456789 - ABCDEFG		

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

Windows
Class Meeting Dates
1/9/2019 - 5/5/2019
Attendance Verification
1/24/2019 - 1/30/2019
Midterm Grading
2/27/2019 - 3/13/2019
Final Grading
4/24/2019 - 5/8/2019

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

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