

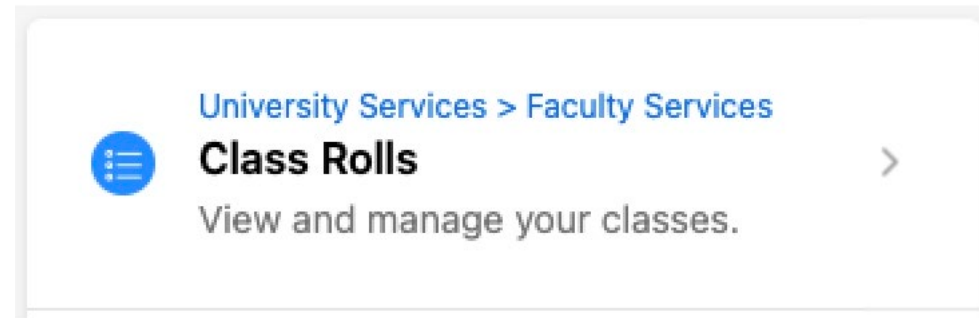
TITLE IV REPORTING

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.

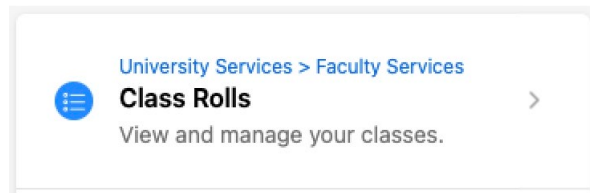
If you do not have access to "Class Rolls", email [SAP SLCM Role and Group Access](#).



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 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

Class Rolls Menu COURSE 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 Olayunake 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

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 <i>attended, engaged, or participated</i> on or before 1/14/2025? <input type="radio"/> Yes <input type="radio"/> No Hide Canvas History 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 Hide Canvas History 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 Hide Canvas History 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 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

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

- 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 [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	Details
<input type="checkbox"/>		3.0 Hours	Details
<input type="checkbox"/>		3.0 Hours	Details
<input type="checkbox"/>		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 [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. WORTHAM LEC
Kelly G McAninch; Rachel Lauren Wright; Aanuoluwapo 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)

<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

TITLE IV REPORTING



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

Verify Attendance/Participation/Engagement



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.

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.

These students will be dropped from CHE 109 Section 001

	Doe, Jane THIS STUDENT WILL BE DROPPED! DROP WILL OCCUR TWO DAYS AFTER SUBMISSION	987654321	GFEDCBA
	Smith, John THIS STUDENT WILL BE DROPPED! DROP WILL OCCUR TWO DAYS AFTER SUBMISSION	123456789	ABCDEFG

These students are attending CHE 109 Section 001

	Doo, Scooby ✓ This student is attending	54654897	ZYXWVUT
	Baltar, Galus ✓ This student is attending	00047905	ACEDAAF

Make Changes

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

CHE 109
GENERAL CHEMISTRY 1A

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

Section 001
4.0 Credits
MWF 11:00 am - 11:50 am | Don and Cathy Jacobs Science Building Rm.321 LEC
Professor Instructor

25 Enrolled
1 Waitlisted

Show all details

<input type="checkbox"/>	Doo, Scooby (54654897 - ZYXWVUT)		4.0 Hours	Details
<input type="checkbox"/>	Doe, Jane (987654321 - GFEDCBA)	DROP PENDING AFTER 1/26/2019	4.0 Hours	Details
<input type="checkbox"/>	Smith, John (123456789 - ABCDEFG)		4.0 Hours	Details

Cancel Drop

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.