

Title IV Made Easy Checklist

Stay Audit-Ready, Protect Your Funding.

Title IV compliance impacts registrars, instructors, academic leadership, financial aid, and internal auditors. With complex regulations, multiple funding pools, and strict reporting timelines, analytics can act as a:

- **Compliance shield** - protecting against costly audit findings
- **Funding enabler** -proving outcomes needed for Pell, ETPL, Propel NC, and Workforce Pell eligibility
- **Strategic dashboard** - giving leadership a high-level view of program ROI, equity, and overall student success

IntelliBoard helps align data from your LMS and SIS, reducing errors, surfacing risk earlier, and ensuring reporting consistency across stakeholders.

Attendance & Submission Tracking:

Title IV funding depends on proving student attendance, especially for online and asynchronous courses, and requires coordination across instructors, registrars, leadership, financial aid, and auditors.

- ☐ Confirm a clear, institution-wide definition of "attendance" across online, in-person, and hybrid delivery methods.
- ☐ Use graded submissions as the primary attendance indicator
- ☐ Track the first date of attendance for all students
- ☐ Track the last date of attendance for withdrawals and R2T4 purposes
- ☐ Ensure LMS activity (submissions, quizzes, discussions) is consistently captured
- ☐ Set up automated alerts for missing submission data

Required Documentation:

Federal auditors expect clean, consistent, verifiable records.

- ☐ Maintain timestamped LMS submission data for all students
- ☐ Store faculty-reported attendance logs (where applicable)
- ☐ Retain First Submission Reports (used to confirm enrollment for funding eligibility)
- ☐ Save communication records tied to student participation
- ☐ Keep copies of R2T4 calculations and supporting evidence
- ☐ Archive historical reports per federal retention rules (minimum 3 years)

Reporting & Audit Readiness:

Proactive monitoring lowers compliance risk and protects institutional funding.

- ☐ Run First Submission Reports continuously — especially near funding checkpoints or at the 10% completion mark (or equivalent reporting period)
- ☐ Review student activity after your institution's add/drop period to flag inactive students early
- ☐ Cross-check LMS data against SIS records and faculty reports
- ☐ Test your audit export process at least once per term
- ☐ Verify reports are consistent across all LMS platforms and instances



Best Practices to Reduce Risk:

Consistent processes make compliance sustainable and audits less painful.

- ☐ Assign a single point of contact for Title IV compliance ownership
- ☐ Automate submission-based attendance tracking wherever possible
- ☐ Standardize reporting and reconciliation processes across LMSes, SIS, and other systems
- ☐ Provide faculty training on submission-based attendance requirements
- ☐ Document policies, workflows, and procedures for institutional alignment

Managing Complex Title IV Fund Pools

Institutions often manage multiple Title IV funding streams (e.g., undergraduate, graduate, continuing ed).

- ☐ Maintain separate monitoring and reporting for each eligible fund pool
- ☐ Track enrollment by credit hour for accurate disbursement and calculations
- ☐ Use pacing dashboards to quickly flag students at risk of losing eligibility
- ☐ Align reporting between SIS, LMS, and financial aid offices

Upcoming Changes: 2026 Pell Expansion

Starting July 1, 2026, Pell Grants expand to cover short-term workforce development programs. Preparing now ensures smooth compliance later.

- ☐ Confirm which new programs will require Title IV tracking
- ☐ Set up submission-based monitoring for these courses
- ☐ Update compliance policies and documentation before FY2026 audits



Questions to determine readiness:

1. What systems or processes will you need to track SAP for short-term and non-credit programs?
2. How will you align compliance between Continuing Education (non-credit) and Curriculum (credit) divisions?
3. How are you planning to bridge institutional data gaps ahead of the Pell expansion?

Why IntelliBoard Makes a Difference:

Title IV compliance is complex: messy LMS data, multiple funding pools, tight timelines, and high-stakes audits. IntelliBoard simplifies and safeguards the process:

- **Submission-first analytics** → Prove attendance across all modalities
- **Role-specific dashboards** → Instructors, registrars, and institutional leadership each see what matters most
- **SIS-aligned reporting** → Keeps the system of record accurate and consistent
- **Audit-ready exports** → Reduce risk and save weeks of prep time
- **Early risk detection** → Catch missing submissions before funding is jeopardized

IntelliBoard connects your LMS, critical and intentional SIS data, and compliance workflows into one reliable, transparent system — helping you stay audit-ready, protect funding, and keep students supported.

Ready to Transform Your Institution's Analytics

Visit IntelliBoard.net

Scan me

