To determine whether FAEV reporting has been completed by a specific faculty member for their course(s), use these steps. For a list of reports submitted for a particular student in a specific course, run instead the FinAid Eligibility Report. And for any issues, please contact faev@shsu.edu.

1. Access the Federal Aid Eligibility Validation program in SamWeb: https://samweb.shsu.edu/faev/.

2. Click on “Reporting” (top left, above the SH logo).

3. Select your Report Parameters, then Submit.
   - Select Term
   - Select Part of Term: Use the drop-down menu to report out on all parts of term; or, select a specific part of term, when available (e.g., Mini Session or Summer 1, during a Summer term, or 7A or 7B during a Fall or Spring term).
   - Select Report Type: Academic Area Faculty Compliance
   - Select College
   - Select Department (or leave as All Departments)

4. Click CSV Download for your report results.

5. Open the Excel spreadsheet. Expand columns Q and R for review.
   - Column R is the Course Finalization Date.
     - If there is a date, the faculty member has validated the course; no further action required.
   - Column Q is the Non-participating Student Count.
     - If there is a “0” in column Q and a date in column R, the faculty member has reported that all students in the course are engaged.
     - If there is a number other than “0” in Q and a date in R, the faculty member has reported one or more of their students as not engaged.