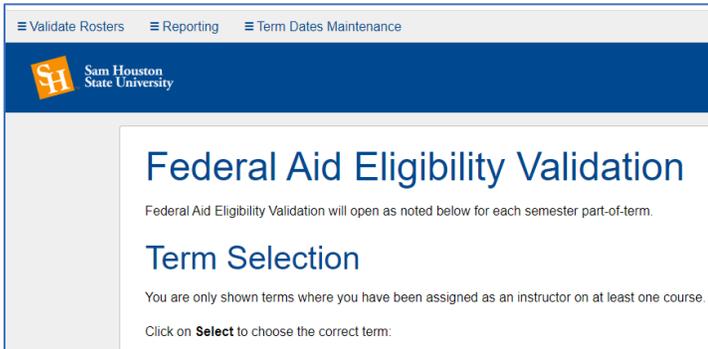


FAEV REPORTING: FACULTY COMPLIANCE

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/>.

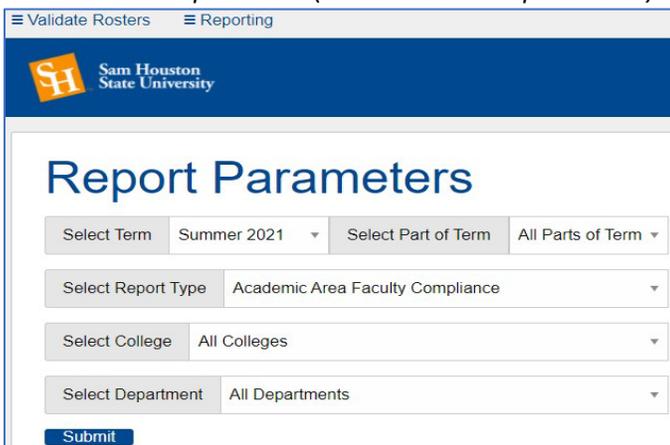
2. Click on “Reporting” (top left, above the SH logo).



The screenshot shows the 'Federal Aid Eligibility Validation' page. At the top, there are navigation tabs for 'Validate Rosters', 'Reporting', and 'Term Dates Maintenance'. Below the navigation is the Sam Houston State University logo. The main heading is 'Federal Aid Eligibility Validation'. A sub-heading is 'Term Selection'. Below this, there is a note: 'Federal Aid Eligibility Validation will open as noted below for each semester part-of-term.' Another note says: 'You are only shown terms where you have been assigned as an instructor on at least one course.' At the bottom, there is a prompt: 'Click on **Select** to choose the correct term.'

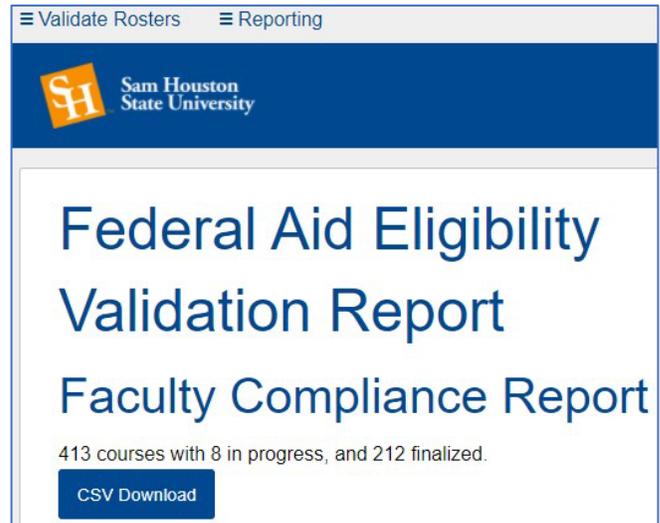
3. Select your Report Parameters, then *Submit*.

- *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*)



The screenshot shows the 'Report Parameters' form. At the top, there are navigation tabs for 'Validate Rosters' and 'Reporting'. Below the navigation is the Sam Houston State University logo. The main heading is 'Report Parameters'. There are four rows of dropdown menus: 'Select Term' (Summer 2021), 'Select Part of Term' (All Parts of Term), 'Select Report Type' (Academic Area Faculty Compliance), 'Select College' (All Colleges), and 'Select Department' (All Departments). At the bottom, there is a 'Submit' button.

4. Click *CSV Download* for your report results.



The screenshot shows the 'Federal Aid Eligibility Validation Report Faculty Compliance Report' page. At the top, there are navigation tabs for 'Validate Rosters' and 'Reporting'. Below the navigation is the Sam Houston State University logo. The main heading is 'Federal Aid Eligibility Validation Report Faculty Compliance Report'. Below this, there is a summary: '413 courses with 8 in progress, and 212 finalized.' At the bottom, there is a 'CSV Download' button.

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*.