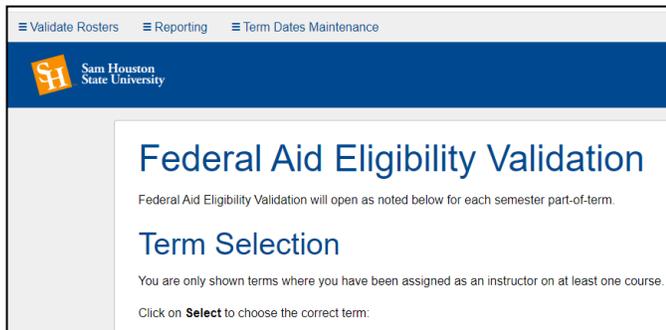


FAEV REPORTING: STUDENT DETAIL

To determine whether FAEV reporting has been completed for a particular student in a specific course, use these steps. For a list of course-level reports submitted by faculty, run instead the **Academic Area Faculty Compliance 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 'Term Selection' page of the Federal Aid Eligibility Validation program. The page title is 'Federal Aid Eligibility Validation' with a subtitle 'Term Selection'. It includes a navigation menu with 'Validate Rosters', 'Reporting', and 'Term Dates Maintenance'. The main content area contains the text: 'Federal Aid Eligibility Validation will open as noted below for each semester part-of-term.' and 'You are only shown terms where you have been assigned as an instructor on at least one course. Click on **Select** to choose the correct term.'

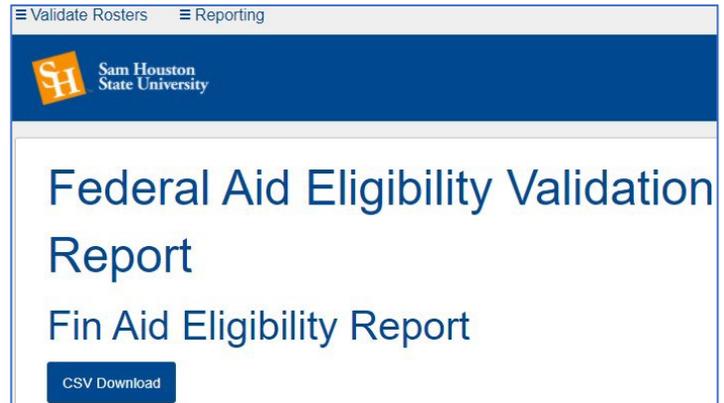
3. Select your Report Parameters, then *Submit*.

- *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*: Fin Aid Eligibility Report
- *Select College*
- *Select Department (or leave as All Departments)*



The screenshot shows the 'Report Parameters' page. It features a navigation menu with 'Validate Rosters' and 'Reporting'. The main content area has the title 'Report Parameters' and four dropdown menus: 'Select Term' (Summer 2021), 'Select Part of Term' (All Parts of Term), 'Select Report Type' (Academic Area Faculty Compliance), and 'Select Department' (All Departments). A 'Submit' button is located at the bottom left.

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



The screenshot shows the 'Federal Aid Eligibility Validation Report' page. It features a navigation menu with 'Validate Rosters' and 'Reporting'. The main content area has the title 'Federal Aid Eligibility Validation Report' and a subtitle 'Fin Aid Eligibility Report'. A 'CSV Download' button is located at the bottom left.

5. Open the Excel spreadsheet. Expand columns T and U for review.

- Column T is *Non-Participation Status*.
 - If the word Confirmed appears in this column, the student has been reported as not engaged in the course.
 - The date in Column U is the date on which the faculty member completed the FAEV report.
- Column U is the *Course Finalization Date*.
 - If column U is **blank**, the faculty member **has not completed** the FAEV report.
 - If column U contains a date, and column T is blank, the faculty member has reported the student as engaged.
 - If column U contains a date in U and column T contains the word Confirmed, the faculty member has reported the student as not engaged.