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