Federal Aid Eligibility Validation ("FAEV")

As a reminder, this program is used to comply with federal guidelines that require we verify that financial aid recipients are eligible for the financial aid that has been awarded and disbursed to them. Formerly the Attendance Initiative captured in Banner Attendance Tracker, this is a joint, ongoing effort between Academic Affairs (all colleges, all faculty, all courses) and Enrollment Management (Financial Aid). Additional information is available on the Federal Aid Eligibility Validation webpage.

The following series of sample screenshots outline how to use the program, with SAM ID numbers blocked in orange ovals and student names blocked in blue rectangles.

We are piloting this program over the multiple Summer parts-of-term and collecting feedback for improvements. Please send your feedback to Cathi Gillette or Stephanie Fors.

Note: Reporting is in development and should be available soon to all full-time employees (faculty and staff) in Academic Affairs.

Access FAEV at: https://samweb.shsu.edu/faev.
Click on **Add to Inactive List** to select any student **who has not engaged** in an academically related activity for this course **during the census period**. Selected students will be moved to a separate page for validation before you submit your final report. Use the **Search roster** field to narrow the roster by searching on letter, name or Sam ID.

If **all students have engaged** in an academically related activity for this course **during the census period**, select **Validate and Submit**.
Example Validation pages. Once you **Validate and Submit**, you will be taken to the **Validation** page. Once you have Validated the list, click on **Submit**. Note: You will receive a popup notice, but once you **Submit**, you cannot make further changes.

**Validation page with student(s) selected.** If you have selected students, they will be listed on this page. You can **Remove** a student if selected accidentally; their name will be removed from this list and added back to the original roster.

**Validation page without student(s) selected.** If you have not selected any students, you will see this **List is currently empty** notice. You can select **Back** to add a student if necessary. To submit a report with no students, indicating that all have engaged in academically related activity during the current term’s census period, click on **Submit**.
Once you have completed the course report, select Return to home to start on the program home page and complete your report on your next course. Each course must be completed separately.