

SHSU Financial Aid and Scholarships Policy and Procedures – Federal Aid Eligibility Validation

Policy:

Federal Aid regulations require the University to confirm whether or not students began attendance in all courses if they are recipients of certain forms of financial aid: 34 CFR 668.21, 34 CFR 674.16(f), 34 CFR 676.16(d), and 34 CFR 685.303(b)(3). A student is considered not to have begun attendance if a school is unable to document the student's attendance in any class.

Based on information obtained from course instructors, adjustments to or cancellations of financial aid awards may be necessary.

Students whose participation cannot be confirmed or whose instructors fail to reply lose eligibility for funds already disbursed.

Instructors confirming participation after adjustments have been made are only accepted during the academic year in question through August 31st; no adjustments will be made beyond this date.

Students are not permitted to self-certify attendance.

ESTABLISHING ATTENDANCE IN A CLASS- ACADEMICALLY RELATED ACTIVITIES (34 CFR 668.22):

Includes- but not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students
- Submitting an academic assignment
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied on the course

Determination of “academic attendance” or “attendance at an academically-related activity must be made by the institution. It is our policy, concerning on-line classes, to review the Student Activity by Item in a Course. If the student completed an academic activity, attendance for the online course(s) will be considered established.

The Federal Aid Eligibility Validation (FAEV) file pulls attendance records from 1st Class Day thru and including Census Day, for each Part Of Term, for each Semester.