

Subject: Course Evaluations

Policy Number: A3.40

Date: 5/7/96

Revised: 4/15/16

POLICY

Students enrolled in each course offered by the School, including experimental courses, independent studies, and internships, will be provided an opportunity to evaluate the course at its end. Evaluations are anonymous. Faculty will neither be present during the evaluation if given face to face nor receive the evaluations directly from the individual students either as hardcopy or electronic format. The results of evaluations will be provided to instructors following submission of final grades each semester.

PROCEDURE

Prior to the end of each course, the Assistant to the Director will provide each faculty member with a Course Climate URL and a set of instructions. The Assistant to the Director will insure that access to the URL is made available to all students in each course. The results from Course Climate will be forwarded to each faculty and the Director.

The Director will review the results and a copy will be provided to the Dean. Faculty should retain the evaluation results for each course for inclusion in their tenure and promotion files.