POLICY ON LATE EVALUATION QUESTIONNAIRE SUBMISSION BY STUDENTS

Policy Id:
FSR.045 – Policy on Late Evaluation Questionnaire Submission by Students

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Traditional Paper Student Evaluation Questionnaires:

Once the evaluations questionnaires for a given class have been administered, completed, collected by the supervising student and the packet has been resealed and signed, the window for submission is closed. In order maintain consistency in administration and to protect the confidentiality of response for all students, we do not offer those who missed the original administration of the evaluation the option of submitting an evaluation after the fact. The paper evaluation is not the only avenue for students to provide feedback on their instructors. They should be encouraged to submit their comments to the academic department through the chairperson. That feedback, like the student evaluation process, can then be used to shape faculty processes (e.g., the annual evaluation).

Student Evaluation Questionnaires Distributed Online:

Once the evaluations questionnaires for a given class have been administered, and the evaluation period has ended, the window for submission is closed. In order maintain consistency in administration and to protect the confidentiality of response for all students, we do not offer those who missed the original administration of the evaluation the option of submitting an evaluation after the fact. The online evaluation is not the only avenue for students to provide feedback on their instructors. They should be encouraged to submit their comments to the academic department through the chairperson. That feedback, like the student evaluation process, can then be used to shape faculty processes (e.g., the annual evaluation).