

NUMBER: ACAF 1.04

SECTION: Academic Affairs

SUBJECT: Student Evaluation of Courses

DATE: February 1, 1995

REVISED: November 16, 2015

Policy for: All Campuses

Procedure for: Upstate

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Issued by: Academic Affairs

## I. Policy

<http://www.sc.edu/policies/acaf104.pdf>

## II. Procedure

- A. All faculty members are required to have student opinion polls administered in every course they teach, including pass-fail courses, labs, performance courses, distance education courses, practica, military courses, courses carrying one semester hour or more of credit, and team-taught courses, but not in courses with one student.
- B. Academic Affairs and the Office of Institutional Effectiveness and Compliance are responsible for seeing that all polls are administered and that the appropriate procedures are followed.
- C. Students may confidentially notify the appropriate department chair and/or dean if polls are not administered in one of their classes.

- D. All student opinion polls must use the same evaluation scale. Professors will not receive the results of the SOPs until after grades have been submitted to the Registrar at the end of the term.
- E. Student opinion polls are administered during the last 3 weeks of the semester for fall and spring semester courses, and during the last week of classes for other shorter classes, including summer courses. Students will receive an email for each course containing a link to the SOP. SOPs also will be accessible for each course through Blackboard. An instructor may choose to establish a class period during this time to administer the SOP as a group by having students bring an appropriate device (e.g., laptop, tablet, mobile phone) through which to access and complete the SOP, or, if appropriate, going as a group to a computer lab. The instructor should leave the classroom and designate a student to inform the instructor when the class has completed the SOPs and/or if any technical problem in completing the SOP should arise.

Course information is provided to Institutional Effectiveness and Compliance and the data are used to create the student opinion polls (SOPs). Students will be notified via email that contains the link to SOPs for each class. They will receive a reminder email during the latter half of the period designated to complete the SOPs. In addition, faculty members will receive an email during the latter half of the administration period that provides the percentage of students who have completed the SOP for each class. After final grades have been submitted, each faculty member will receive an electronic summary of the SOP results for each course.

### III. Forms

One of the four forms is used for each course: General, Independent Study/Internship, School of Nursing Practicum, and School of Education. In addition, separate forms are used for face-to-face versus online courses.