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| **Policy:** | Policy 2-2-1: Evaluation by Students | **Date Adopted:** Nov 01, 1996 | Nov 01, 1996 |
| **Department:** | Vice President Academic & Student Affairs | **Contact:** Vice President Academic & Student Affairs | Academic Director |
| **Statement:** | It shall be the policy of WNC to solicit evaluation of instruction and  effectiveness of the instructor's teaching from students. This evaluation will  be conducted in a systematic way each semester (fall, spring and summer). | | |

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1. In-Class Evaluation
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**Section 1: In-Class Evaluation**

1. The evaluation by students shall be conducted during the last half of the instructional period and before final grades are issued.
2. A link to student evaluation of classes is sent to students’ preferred email addresses as listed in PeopleSoft. Students can also access class evaluation links through their class shells in the learning management system.

**Section 2: Student Participation**

1. Students will be afforded the opportunity to evaluate the quality of instruction in every one of their enrolled courses.

**Section 3: Distribution of Survey Results**

1. After official grades have been posted, faculty receive an email link to each of their class summaries of student evaluations.
2. The Vice President Academic & Student Affairs, and the evaluation platform system administrator have access to all class evaluation summaries. Academic Directors have access to division class evaluation summaries.
3. Summary evaluations of courses by students are retained following the NSHE Records Retention and Disposition Schedule.

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| **Date(s) Revised** | December 23, 2015; June 19, 2013; September 2, 2008; May 11, 2004; | **Date(s) Reviewed** |  |