

## Proposal

**Date:** 02/05/2017

**Committee:** Student Course Evaluation

**Title:** Early Grade Release Policy

**Description of the Issue:** Columbus State University respects and values students' opinions surrounding the courses in which they are enrolled. Additionally, students' course evaluations serve as an important way for faculty members to improve their courses and teaching methods and to determine whether the course content meets the needs of their students. Students' course evaluation response rates have ranged from 40-50 percent since the implementation of the electronic version of course evaluations.

**Investigation:** Sister institutions within the UGA system, as well as other academic institutions, have implemented policies to withhold the viewing of grades until students have completed the course evaluations forms. (See appendixes: GSU Faculty Handbook, University of North Georgia, and Other Institutions.

**Proposed Action:** The Student Course Evaluation Committee would like the Senate to consider the following proposal to increase students' response rates:

Students are able to view their grades *early*, if they complete all course evaluations for the semester. The term *early* means: the point at which the teacher releases the grades into Banner.

Students who do not complete course evaluations, pertaining to one or all of their courses, will be unable to view their grades in Banner until the final day of submission.

Additionally, students should be given the option to not participate by selecting "Opt Out" on the evaluation form. This action by the student is regarded as the same as a student who has completed the survey.

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### Appendix: Georgia State University Faculty Handbook

The procedure for the implementation of online evaluation shall be as follows:

- A. In order for a student to access his/her grade for a particular course, the student must have either filled out an online course evaluation or actively selected a "do not wish to participate" option at the online evaluation site.
- B. In no case will a student be allowed to fill out or alter an online evaluation after the grade is viewed.
- C. The evaluation period for a regular semester (i.e., Spring and Fall) will begin two weeks before classes end and end two weeks after course grades become available to students. The evaluation period for all other terms will begin one week before classes end and end two weeks after course grades become available to students. After the evaluation period the course evaluation ratings will be tabulated and no further evaluations will be included in the overall evaluation of the course. The students, however, will still be required to fill out an evaluation to view their grade, but the evaluation will not count. After the two week period any comments received would be for the enrichment of the instructor only.

Appendix: University of North Georgia  
Academic Affairs Website:

<https://ung.edu/academic-affairs/policies-and-guidelines/supplemental-syllabus.php>

The screenshot shows a web browser window with the URL <https://ung.edu/academic-affairs/policies-and-guidelines/supplemental-syllabus.php>. The page features the UNG logo and a navigation menu with links for ABOUT, ADMISSIONS, ACADEMICS, CORPS OF CADETS, STUDENT LIFE, ATHLETICS, and NEWS & EVENTS. A left sidebar lists various resources under 'Academic Affairs', including 'Supplemental Syllabus'. The main content area is titled 'Supplemental Syllabus' and contains a list of expandable sections: Academic Exchange, Academic Integrity Policy, Academic Success Plan Program, Class Evaluations, Course Grades and Withdrawal Process, Disability Services, Disruptive Behavior Policy, Inclement Weather, and UNG Alert. The 'Class Evaluations' section is expanded, showing text about online evaluations and access to course grades.

## [-] Class Evaluations

Class evaluations at UNG are conducted online. Evaluation of the class is considered a component of the course and students will not be permitted to access their course grade until the evaluation has been completed. The evaluations will be accessible beginning one week prior to Final Exam week.

Appendix: Other Institutions

1. Colorado College

<https://www.coloradocollege.edu/offices/its/guides/ssb/course-evaluations-student.html>

2. Stanford:

<https://registrar.stanford.edu/students/online-course-evaluations>

<http://summer.stanford.edu/email/evals-grades/>

3. San Francisco State University:

<http://sete.sfsu.edu/procedurefaq>

4. University of New Haven:

<http://www.newhaven.edu/information-for-faculty-staff/student-course-evaluations/>

5. University of Oregon:

<https://registrar.uoregon.edu/course-evaluations>