



IUPUI

**SCHOOL OF INFORMATICS
AND COMPUTING**

INDIANA UNIVERSITY–PURDUE UNIVERSITY
Indianapolis

Course and Instructor Evaluation Policy¹

1. Course and instructor evaluations provide vital information for improving the quality of courses and programs.
2. Students are required to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing.
3. This requirement has three exceptions:
 - a. The student has withdrawn from the course;
 - b. fewer than five students are enrolled in the section (in which case anonymity is at risk); and
 - c. the section is a laboratory that must be taken with a course having a different section number.
4. Course and instructor evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course.
5. In small sections, students are advised to leave demographic information blank, as it might be used to identify the student.
6. Course and instructor evaluations are completed through a secure website (e.g., at <https://soic.iupui.edu/app/course-eval/>).
7. Course and instructor evaluations are open by the 11th week for a 16-week course.
8. A summary of this policy shall be distributed with other student-related policies (e.g., on syllabi).

¹ Unanimously approved by the Academic Affairs Committee on November 11, 2014.