Practices and Procedures for University-wide Student Course Evaluations (SCE)

**SCE PERIOD** - Student course evaluations (SCE) shall open at 8am the day after the Q-drop date and close at 11:59:59pm the night before final exams begin.

- For programs that do not have a Q-drop date (e.g., professional programs where there are unique college-specific calendars), course evaluations will open approximately 10 days prior to the start of the final exam period and will close at 11:59:59pm the night before finals begin.

- For courses that are offered during partial terms, department or college leadership are responsible for identifying the specific start date for the SCEs, so long as they close prior to final exams (in instances where final exams are given).

**COURSES TO BE INCLUDED** - In accordance with Texas Administrative Code (§4.228(e) Title 19. Part 1, Chapter 4, Subchapter N) and relevant TAMU and TAMUS policies, the following standards are in place:

- Student course evaluations will be administered to any undergraduate, graduate, or professional level courses offered at Texas A&M with five or more students enrolled. This includes on-campus, off-campus, distance education, and dual-credit courses (including those taught on high school campuses or other approved locations).

- Courses with highly variable subject content that are tailored specifically to individual students, such as Independent Study, Directed Reading courses, and/or Thesis/Dissertation research hours, will automatically be waived from inclusion in student course evaluation administration.

- Additional requests from department heads or instructors for student course evaluations to be administered in specific courses will be honored, regardless of course enrollment. If the enrollment in the course is less than 5, students will be notified that their confidentiality could be compromised.

**AVAILABILITY OF RESULTS** - Online student course evaluation results shall be made available within 24 hours after the official deadline for grade submission to the Office of the Registrar.

**ACCESS TO RESULTS** - Results of student course evaluations shall be made available online to instructors, department heads (for the department where the instructor has their primary appointment), and any additional designees requested and so authorized by the department heads and/or deans from the department/college where the instructor has their primary appointment.

In the event an instructor is teaching a course offered by another department/college, the department head of the instructor as well as the head of the department offering the course shall have access to the student course evaluation results.

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1 Developed by the University Student Course Evaluation Task Force; Affirmed by the Faculty Senate (Resolution #37.355, May 5, 2020); implemented as of Fall, 2020.
STUDENT IDENTITY - Student identities shall not be revealed to instructors for any reason (including, requests for a list of students who completed the evaluations for purposes of providing extra credit, etc.).

- In the event a student includes comments indicating intent to cause harm to either themselves or others, the instructor is to notify the Office of Institutional Effectiveness and Evaluation (evaluations@tamu.edu). Once notified, there is a procedure in place that allows for the student to be identified per authorization of the Vice Provost for Academic Affairs and Strategic Initiatives and the Dean of Students. In this unlikely event, the instructor is informed that appropriate action has been taken but is not told of the specific student’s identity nor the nature of any subsequent actions.

PUBLIC ACCESS TO RESULTS

A. Results for the following items shall be publicly accessible for the courses required to per statute (i.e., undergraduate courses other than those waived; see above) or current TAMU practice (i.e., graduate courses other than those waived and noted above):

1. Based on what the instructor(s) communicated, and the information provided in the course syllabus, I understood what was expected of me.
2. This course helped me to learn concepts or skills as stated in the course objectives/outcomes.
3. In this course, I engaged in critical thinking and/or problem solving.
4. Please rate the organization of this course.
5. In this course, I learned to critically evaluate diverse ideas and perspectives.
6. Feedback in this course helped me learn.

B. Results for the following items shall not be publicly accessible:

1. Begin this course evaluation by reflecting on your own level of engagement and participation in the course. What portion of the class preparation activities (e.g., readings, online modules, videos) and assignments did you complete?
2. The instructor fostered an effective learning environment.
3. This instructor’s teaching methods contributed to my learning.
4. The instructor encouraged students to take responsibility for their own learning.

C. Results from student course evaluations shall not be mandated for professional programs (unless mandated by statute); decisions regarding public accessibility of results from student course evaluations for courses within professional programs shall be decided by the college within which the program resides and submitted to the Office of Institutional Effectiveness & Evaluation.

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2 In addition to the four items listed below, college, department, program, or instructor-specific items also will not be included on the publicly accessible SCE reports.
3 Pre-licensure programs or advanced license/certification programs
REQUESTS FOR INDIVIDUAL STUDENT RESPONSES TO BE REMOVED - Individual students’ responses to student course evaluations shall not be removed from the overall results.

INCENTIVES - With regards to the use of incentives (or negative consequences) to motivate students to complete student course evaluations, the Faculty Senate Resolution provided below remains in place until which time the Faculty Senate so chooses to revisit the existing resolution:

Faculty Senate Resolution FS.27.122: RESOLVED, that the Faculty Senate opposes granting academic credit of any kind to students for completing course evaluations of any kind or instructor evaluations of any kind.