COURSE/SECTION EXCLUSIONS FROM STUDENT EVALUATIONS OF FACULTY

Policy Statement

Institutional Research gathers student evaluations of faculty for all courses and sections unless they have been excluded from the process.

Reason for Policy/Purpose

This policy is required for the effective communication for requesting that a course or section be excluded from student evaluations of faculty.

Who Needs to Know This Policy

All members of The University of Southern Mississippi community.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-acaf-ir-004

Definitions

Policy/Procedures

Permanent Course Exclusions:

A course may be excluded from the evaluation process for every future semester by completing the Permanent Course Exclusion Form and sending it to Institutional Research at Box 5167. These forms are due back to IR by the 3rd week of classes so that short classes can be excluded on time. The Course Id, Subject Area, and Catalog Nbr are needed for
each course that will be excluded. The Permanent Course Exclusion can be found at http://www.usm.edu/institutional-research, under Forms and Resources.

Note: The Course Id is located on the Schedule of Classes panel.

**Semester Course Exclusions:**

A course may be excluded from the evaluation process for a particular semester by completing the Semester Class Exclusion Form and sending it to Institutional Research at Box 5167. These forms are due back to IR by the 3rd week of classes so that short classes can be excluded on time. The **Class Nbr, Subject Area, Catalog Nbr and Section** are needed for each course that will be excluded. Each section to be excluded must be listed on the form. The Semester Class Exclusion Form can be found at http://www.usm.edu/institutional-research, under Forms and Resources.

Note: The Class Nbr is also known as the class registration number that students enter when adding a class to their schedule. It is also located on the Schedule of Classes panel.

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**Review**

The Director of Institutional Research is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

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**Forms/Instructions**

Permanent and Semester exclusion forms are located at http://www.usm.edu/institutional-research, under Forms and Resources.

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**Appendices**

N/A

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**Related Information**

N/A

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**History**

**Amendments:** Month, Day, Year – summary of changes
02/18/13: Formatted for template. Minor editing throughout.
Authorization

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ACAF-IR-000-004

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

Michelle Arrington
Responsible Officer

Date
2-22-13