

Student Course Evaluation Policies for Loyola College Timonium and Columbia Graduate Centers

1. Student Course Evaluation Forms are prepared and given to the faculty by the Administrative Assistants. Any problems concerning this part of the student evaluation process should be reported immediately to the appropriate Department Chair, Departmental Administrative Assistant, and then to the Office of Academic Affairs at x2261. Both offices should be notified.
2. The Office of Academic Affairs will supply the Graduate Center Facilities Staff with prepared packets of evaluations, including instruction letters, to the faculty and student, in case such a packet is needed in an emergency (e.g., for a final night class). In most cases, however, the Departmental Administrative Assistants will be able to supply needed packets or deal with other emergencies.
3. Facilities Staff at the Graduate Centers are responsible for making #2 pencils available to faculty and students so that the forms can be filled out properly. When evaluation forms are placed in the drop-off box, pencils should also be dropped off at the Graduate Center drop-off box.
4. Student Course Evaluation Forms are to be dropped off in the appropriate box at the information desk of each center. The box is to be checked and emptied on a regular basis by the Graduate Center Facility Management. The Graduate Center Facility Management will bundle packets and stray forms and place them into special locked mail bags, which campus mail will deliver to the Office of Academic Affairs.
5. All Student Course Evaluation Forms from the Graduate Centers are to be delivered directly to the Office of Academic Affairs, not to the Departmental Administrative Assistants, as was done previously.
6. If any irregularities are seen (e.g., faculty leaving with forms, faculty handing in forms, faculty remaining in the classroom, faculty copying forms), please notify the Office of Academic Affairs at x2261. Graduate Center Facilities Staff members are not expected to stop such abuses, but merely report them.