



## Online Course Evaluation Policy

Lake Erie College uses CoursEval, an online course evaluation product from ConnectEDU. The Registrar is responsible for configuration and population of the evaluations.

### Evaluation Schedule

Evaluation will close before final exams begin. The last class or last week of class is considered the “final exam” period for sub-term courses. Grades may not be submitted for courses while the evaluations are open for student completion. Evaluations for courses are open according to the following schedule:

#### Traditional Calendar

- Full semester (15 week): Open the last two weeks of classes – close on last day of regular class (Friday) prior to final exams (12 calendar days, Monday through Friday)
- 7 week sub-term: Open week 6 (7 calendar days, Monday through Sunday)
- 12 week (summer): Open the last two weeks of classes (12 calendar days)
- 6 week sub-term (summer): Open week 5 (7 calendar days, Monday through Sunday)
- MBA Accelerated sub-term: Open week 6 (7 calendar days, Saturday through Friday)

#### Alternate (Cohort) Calendar

- Full term (15 week): Open the last two weeks of classes – close on last day of regular class (Friday) prior to final exams (12 calendar days, Monday through Friday)
- 7 week sub-term: Open week 6 (7 calendar days, Monday through Sunday)
- 5 week sub-term: Open week 4 (7 calendar days, Monday through Sunday)

### Evaluations

The approved institutional evaluation is sent to students for all regular scheduled courses each semester. Exceptions include independent studies, individual investigations and internships.

Any program wishing to include additional survey questions required for programmatic accreditation must submit the questions for approval to the VPAA. The submission must have the approval of the appropriate Dean.

### Results Access

Access to results will not be available until all grades for the semester, term or sub-term have been received by the Registrar’s Office. Access to results is limited to:

- Faculty of Record – access only to his/her results
- Dean – access to all courses that fall within the jurisdiction of the School
- Executive Assistant for Academic Affairs - access to all courses and faculty in order to provide results to the Faculty Evaluation Committee and for assessment data purposes
- Vice President for Academic Affairs and CAO – access to all courses and faculty