

**College of eLearning and Extended Education
Policy for Class Evaluations Administered during
Self-support Sessions (Summer and Special Session)**

1. All documents related to self-support courses are maintained by the College of eLearning and Extended Education (CEEE).
2. Student evaluations shall be administered for all self-support courses.
3. Evaluations shall be administered during the last week of classes, or near the end of the course, as appropriate.
4. The Associate Vice President or the Dean of the CEEE may discuss/review the self-support evaluations with College Deans or Department Chairs as needed.
5. The course evaluations administered during self-support sessions will be available to faculty after grades have been finalized.
6. Faculty may opt to include student evaluations administered during self-support sessions in their Personnel Action File. Upon faculty member request to the CEEE, such evaluations shall be sent to the appropriate College office for insertion into the PAF.