**Student FAQs**

**What is the purpose of course evaluations?**
Course evaluations consist of 21 questions about the students’ experience with the course and instructor. The aggregate results are used by programs and the institution for program and other assessment purposes. The individual results are used by instructors for self-reflection and improvement, and as part of the review process. Instructors are required to allow time in class during the evaluation period for students to complete the evaluations.

**I would like to change my responses. How can I resubmit my course evaluations?**
Carefully pay attention when completing your responses prior to clicking the Submit button (e.g. ensure that you are evaluating the right professor for the right course, your ratings and comments are reviewed). Once the Submit button is clicked, your responses cannot be modified or resubmitted unless it is due to a technical glitch (this is very rare).

**Can I complete the evaluation if I missed the deadline?**
Evaluations cannot be re-opened after the evaluation period is closed except in very rare circumstances. Requests to re-open a specific course evaluation or group of course evaluations must be initiated and approved by the college coordinator, college dean, or dean’s designee.

**Why am I receiving the invitation and reminders when my classes are not finished yet?**
Access to evaluations are open to students based on the date your course ends. Specifically, evaluations for standard-length courses (15 weeks) are open 2 weeks before and 1 week after the course end date. Evaluations for courses with short duration (less than 15 weeks) are open 5 days before and 5 days after the course end date. Evaluations for other short courses (e.g. 1-week courses) are open for ten days commencing on the last day of classes. This is to ensure that you have sufficient time to complete the evaluations.

You can also use the ‘Opt Out’ option if you do not wish to participate and wish to receive no additional reminders.

**Why am I receiving reminders when I have already responded to the survey?**
Students receive three reminders beginning at the time the evaluations are opened. The reminders are automated and triggered by the ‘Submit’ button - i.e. surveys are counted as completed based on student clicking the 'Submit' button. Students who respond to the survey and miss clicking the 'Submit' button will continue to receive reminders. If you have evaluated a course and still received reminders, you can access the survey link again and click through your responses and complete your evaluation by clicking on the 'Submit' button.

*For further assistance: courseeval@newschool.edu*
How is my feedback anonymous if I receive reminders about not completing my evaluations?

The course-ratings software is designed to ensure that student responses are truly anonymous. Each student receives a unique link to the survey for each course as automated by the software. This unique link ensures student privacy and confidentiality by sending the evaluations and reminders to the right individuals. No faculty or administrators see individual responses connected with student identifiers. Responses are aggregated for reporting and analysis purposes. Reports are not available until after the final grades are submitted.

Do the teachers have access to the results of evaluations before they grade us?

No, your instructors do not have access to course evaluations until after they have submitted final grades to the registrar. Furthermore, it is not possible for faculty or administrators to connect any student to a particular evaluation due to the use of the survey software.