

GOVERNORS STATE UNIVERSITY
STUDENT EVALUATIONS OF INSTRUCTION (SEI) POLICY

- I. Students in each course shall evaluate the effectiveness of the instruction they received using a university-wide Student Evaluation of Instruction (SEI) process.
- II. The appropriate SEI forms will be distributed in each credit-bearing and non-credit-bearing course associated with an academic program, and for each instructor.
- III. Instructors may supplement university-wide SEI forms with up to four additional questions.
- IV. The standard period during which students will be allowed to complete SEI forms shall begin three weeks and shall end one week before the end of a course. Faculty may change the length and/or timing of the period by sending a request to the Director of Institutional Research and Effectiveness. The period may not be extended beyond the last day of classes.
- V. SEI distribution shall be limited to students enrolled in the course at the start of the standard period, as defined in IV.
- VI. Results will be released to faculty one week after the deadline for the submission of grades.
- VII. The Office of the Provost will distribute SEI forms and alert faculty when evaluations have been released to students.
- VIII. All procedures for the distribution, collection, and analysis of SEIs will be published by the Office of the Provost and will be made available upon request. The procedures will also be distributed to new faculty during orientation.

Effective December 1, 1976
Revised Fall Term 1986
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