

ADMINISTRATIVE DIVISION ACAF Academic Affairs	POLICY NUMBER ACAF 1.04
POLICY TITLE Student Evaluation of Courses	
SCOPE OF POLICY USC System	DATE OF REVISION June 13, 2023
RESPONSIBLE OFFICER Executive Vice President for Academic Affairs and Provost	ADMINISTRATIVE OFFICE Office of the Provost

PURPOSE

Academic excellence is a core value of the University of South Carolina system campuses. Student course evaluations are one component of the assessment of the quality of course offerings and are used as a means to monitor and continuously improve the quality of teaching by individual instructors and faculty and across academic units.

DEFINITIONS AND ACRONYMS

POLICY STATEMENT

The University of South Carolina uses student feedback given in course evaluations as a means of improving and monitoring teaching for the purposes of faculty evaluation processes and program assessment.

- A. Each USC system campus shall have a comprehensive system of written student course evaluation for every course taught by the instructors on that campus, regardless of academic rank or tenure status of the instructor.
- B. Courses evaluations are not required for courses in which there are fewer than five students enrolled.

PROCEDURE

A. Student Course Evaluation Administration

Each comprehensive university should develop individual campus-based procedures to implement this policy. Student course evaluations must be completed prior to the final examination period.

B. Reporting Requirements

- 1. Results of each course evaluation will be shared with the instructor, but only after the final grades for the evaluated course have been submitted to the Registrar. The administrative head of each unit shall also retain a copy of the results of each course evaluation.
- 2. Units must maintain records for all student course evaluations for each course to provide reports for individual faculty for various evaluation purposes including comparative summaries and for aggregate reporting.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[USC Faculty Manuals](#)

[ACAF 2.03 Creation and Revision of Academic Courses](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
February 1, 1995	New policy approval
November 11, 2014	Non-substantive revision to update departmental name changes and system campuses name changes.
June 13, 2023	Eliminate questions and external reporting requirements that are no longer required; update to new format.