

Treasure Valley Community College

Code: **IM-AR**
Adopted: 06/30/98
Readopted: 10/14/09; 2/15/11
Orig. Code(s): AR 701-2

Class Evaluation

Students will complete evaluations, after the instructor has excused himself/herself from the classroom.

The Dean of Instruction's office will handle the evaluation forms using the following procedure:

1. Pass out evaluation forms to students, to be completed immediately;
2. After students have completed forms, gather all evaluations, place them back in the envelope provided, and **seal**;
3. Return evaluation forms immediately to the office of the Dean of Instruction.

Evaluation summaries will be typed up and copies will be submitted to the instructor.