Every instructor in every class every semester is required to administer to provide the opportunity for registered students to submit an academic-unit-approved course evaluation form. The administration procedure should assure students the ability to respond forthrightly and anonymously. **Regardless of the mode (e.g., web-based, paper, etc.) in which the evaluation takes place,** the evaluation must be distributed and collected by someone other than the instructor.

**The instructor must not see the results of the evaluation or its summary prior to submitting grades for the course,** and a copy of the results must be kept in the academic unit and reviewed by the academic unit chair.