**Supplement: Student Communication Regarding Evaluations**

According to the policy on Student Evaluations, colleges and departments are asked to communicate to students the importance of course evaluations. Departments are asked to encourage faculty to communicate with students in their courses about this process; the following email is provided as an example.

SAMPLE: Suggested Email Text from Departments to Faculty

Dear Faculty Members,

The period for online course evaluations is upon us. Please prompt students in your classes to evaluate the experience in their courses through the online survey. Student evaluation emails are sent directly to students from: [notification@ce.mail.campuslabs.com](mailto:notification@ce.mail.campuslabs.com).

Please note that students receive a series of up to six email communications instructing them on how to complete their evaluations and reminding them of the deadline to do so. Examples of the automated student emails can be found at: <http://provost.uncc.edu/policies/student-evaluations>.