Dear Administrator:

This term, we are implementing a new method to set up course evaluations. We are no longer handling Exemptions via spreadsheets.

To request a course be exempted from course evaluations, visit admin.my.harvard, Maintain Schedule of Classes, add the Class Attribute called “EVAL”, and set the attribute value to “EXEMPT.” If a course has multiple enrollment sections (e.g. multiple lectures), each section needs to be marked “EXEMPT”. As before, all new requests to exempt an undergraduate course from course evaluations will be reviewed by the Office of Undergraduate Education. Graduate course exempt requests will be reviewed by the Graduate School of Arts and Sciences. If you do not have administrative access to the my.harvard Schedule of Classes, please coordinate with your department’s curriculum coordinator to apply the attribute.

- If you do not add the “EXEMPT” attribute value to a course, courses with 5 or more students enrolled will be evaluated. Courses with less than 5 students will not be evaluated.
- Courses exempted in previous terms have already been tagged with the “EXEMPT” attribute value in the Schedule of Classes.
- To view a list of courses currently marked with the EVAL attribute, visit the FAS Curriculum Workcenter. Under the Reports tab, run the “Class Attribute Search” report. When prompted, enter the term 2208, and the Course Attribute value of EVAL. If you do not have access to run this report, contact your curriculum coordinator for assistance.
- The “EXEMPT” value will carry over to the next time the course is offered.

**DEADLINES**

- Please add the course evaluation attribute no later than **Monday, October 19, 2020**.
- All teaching staff must be added to the Schedule of Classes in admin.my.harvard by **Nov 2, 2020** in order to be evaluated. Combined sections and courses with multiple enrollment components need your careful review, as often teaching staff will be missing across multiple same components.

Accurate and timely information is essential to ensure that courses and staff are properly evaluated. We ask that you work with each program within your department to review and, if necessary, update the course attribute.

If you have questions or difficulties about the process, contact us at evals@fas.harvard.edu or 617-496-5140. If you are having trouble adding the class attribute or instructors, please contact the Courses team in the FAS Registrar’s Office at courses@fas.harvard.edu.

Thank you for your assistance,

FAS Course Evaluations
Harvard College Institutional Research Office