Sub-Policy on Optional CEQ Administration for Special Session Courses
Approved by the Senate Committee on Course Evaluation July 2015

This sub-policy was developed by the Centre for Institutional Analysis and Planning (CIAP) in consultation with the Senate Committee on Course Evaluation (SCCE) to outline the parameters for permitting special session courses to use the Course Evaluation Questionnaire (CEQ). For the purpose of this sub-policy a special session course is defined as any course with a part-term code on the Banner student system that is other than 1, 2 or 3.

Senate policies and procedures for course evaluation state that courses offered outside of the normal time frame for a semester or session may use an evaluation method other than the CEQ. If an academic unit opts to evaluate a special session course with the CEQ, the procedures outlined below will be followed for CEQ administration.

1) Whenever possible, the preferred accommodation is that a special session course be evaluated during the same administration period as regular courses in that semester. This will be the case for any special session courses with an end-date that falls within the current regular semester and that is prior to the end-date of the administration period for the current semester or session. Special session courses that conclude within one week of the end-date of the regular administration period may also be included in that administration period provided the session is 6 weeks or longer in duration.

2) A separate administration period will be established, by CIAP, for any special session courses that cannot be accommodated in a regular CEQ administration period. The administration period for special session courses will be determined on a course by course basis, keeping within the following parameters:
   a. A separate administration period for a special session course will normally be the last 5 days of the session.
   b. There can be no more than one administration start and end-date in a given week (5 day period); if there is overlap within a week (5 day period) of either a proposed administration start or end-date, the dates will be reassessed and adjusted so that a single common period can be established for the courses in question. The preferred 5 day administration period for a special session course will be Monday to Friday.
   c. The CEQ for a special session course will not be administered after the final exam or after grades have been released for the course.
   d. In the case of the Spring semester, the distinct administration period dates for Intersession, Spring and Summer courses, as well as grading cycles that apply to those sessions, will be taken into account to determine the administration period dates for special session courses. In general, special session courses will be evaluated in the administration period of whichever regular session their end-date falls within. If a special session course ends after the end-date for the Intersession administration period but before the grading cycle and grade roll deadline for Intersession, a separate administration period will be required.
   e. In the case of a very short session where the majority of the course takes place during a regular administration period, a separate administration period for that session will be scheduled.