

## Survey Welcome Message

Dear Student,

As part of WVU's focus on high-quality education and improving student learning experiences, we ask you to complete an evaluation of instruction survey for each course. Anonymous results are provided to the instructor only after final grades have been submitted.

Honest, professional, and constructive feedback is expected. Inappropriate language and/or comments may result in follow-up from the Office of Student Conduct!

Because your responses are important, you will receive reminders until you complete the surveys or until the surveys close. You will NOT receive reminders once you have submitted all of your surveys.

You may skip any question that you do not wish to answer. You may also select "Not Applicable" if the question is not relevant to your course or experience.

Please click the "Submit" button after you complete each survey to begin the next one. If you are unable to complete a survey in one session, click the "Save" button before exiting.

If you have questions, comments, or concerns, please submit a ticket at [ITS Service Desk](#).

Sincerely,  
Faculty Senate Teaching and Assessment Committee  
West Virginia University

## Survey Thank You Message

Thank you for completing this survey.

\$(Please click here to go back to your list of evaluation surveys.)\$

Sincerely,  
Student Evaluation of Instruction Team  
West Virginia University

## Student Invitation Email

Subject:  
SEI of Instruction Surveys Now Available

Dear [R\$FN] [R\$LN],

Each semester students are given the opportunity to provide their instructors with feedback for the courses in which they are enrolled. Your perspective is highly valued because you are best able to inform your instructors about your learning experience, which is used by instructors as they design the course for future semesters and which is reviewed when instructors are evaluated.

Use the [link](#) below to access your course evaluation forms. We ask that you provide a fair and honest assessment of your learning experience in these courses. We strongly encourage you to include comments. Your individual identification will not be kept with the data or included in survey results.

[Click here to complete your course evaluations.](#)

If you have difficulties accessing the link above, you may access your surveys by logging into eCampus or logging in at <http://it.wvu.edu/sei>.

Please respond as soon as possible. The survey will close at the end of finals or earlier if scheduled by your instructor. If you have any problems accessing the survey, please submit a ticket at [ITS Service Desk](#).

Sincerely,  
Faculty Senate Teaching and Assessment Committee  
West Virginia University

### **Student Reminder Email**

Subject:  
Reminder! SEI of Instruction Survey is Open

Dear [R\$FN] [R\$LN],

We have not yet received your survey responses, and WVU greatly values your perspective. Please take a few minutes to complete the student evaluation of instruction for each class in which you are enrolled.

Use the [link](#) below to access your course evaluation forms. Your individual identification will not be kept with the data or included in survey results.

[Click here to complete your course evaluations.](#)

If you have difficulties accessing the link above, you may access your surveys by logging into eCampus or logging in at <http://it.wvu.edu/sei>.

The surveys will close at the end of finals or earlier if scheduled by your instructor. If you have any problems accessing the survey, please submit a ticket at [ITS Service Desk](#).

Sincerely,  
Faculty Senate Teaching and Assessment Committee  
West Virginia University

### **Student 2<sup>nd</sup> Reminder Email**

Subject:  
Final Reminder! SEI of Instruction is Closing

Dear [R\$FN] [R\$LN],

We have not yet received your survey responses, and WVU greatly values your perspective. Please take a few minutes to complete the student evaluation of instruction for each class in which you are enrolled.

Use the [link](#) below to access your course evaluation forms. Your individual identification will not be kept with the data or included in survey results.

[Click here to complete your course evaluations.](#)

If you have difficulties accessing the link above, you may access your surveys by logging into eCampus or logging in at <http://it.wvu.edu/sei>.

The surveys will close at the end of finals or earlier if scheduled by your instructor. If you have any problems accessing the survey, please submit a ticket at [ITS Service Desk](#).

Sincerely,  
Faculty Senate Teaching and Assessment Committee  
West Virginia University