


eSEI Instructor Complaint Form (Screenshot)

Form available at: https://wvu.qualtrics.com/jfe/form/SV_419GCdn2wdh2X78

Revised May 3, 2021

Prepared by the Faculty Senate Teaching & Assessment Committee

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WWU Instructors,

If you believe you have received inappropriate feedback from a student(s) on your eSEI report, you may report a complaint using this form. Written complaints must be received within five (5) business days of receipt of the respective semester's SEI Report (see SEI Reporting Timeline below).

"Inappropriate feedback" is defined as comments incompatible with reasonable assessment of a course, including but not limited to feedback that violates the [WVU Student Code of Conduct](#). It should be noted that the eSEI is intended as a tool for students to rate their satisfaction with a course and their perceptions about the quality of teaching.

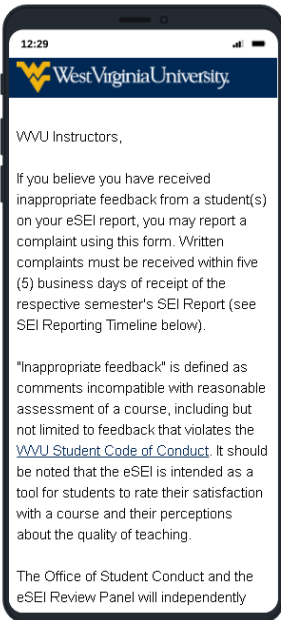
The Office of Student Conduct and the eSEI Review Panel will independently review the complaint, and if appropriate, recommend formal action depending on the type and severity of the student offense. Instructors will be informed of the outcome within five (5) business days. Normal remedies/ actions include redaction of inappropriate qualitative comment(s) and/ or educational intervention with offending student.

To review the eSEI Complaint Workflow, please visit: <WORKFLOW WILL BE LINKED ONCE IT IS APPROVED BY SENATE>.

Thank you,
eSEI Review Panel

SEI Reporting Timeline
In general, SEI reports are made available after final grades have been locked in STAR at the end of the semester. The grades lock in STAR at 12pm (noon) on the Monday after Finals Week. SEI reports (except for College of Law courses) are released later that afternoon.

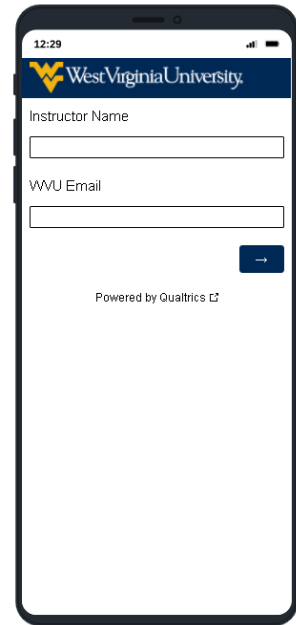
College of Law Courses: The College of Law SEI reports are released later than other WVU courses. Typically, the SEI reports for College of Law are published and released to faculty near the end of the second week of class in the following semester.





Instructor Name

WVU Email



Date/ Term of Incident (i.e. eSEI Reporting Period)

Ex. Fall 2021

Course Information, including CRN, Subject, Course Number, & Section

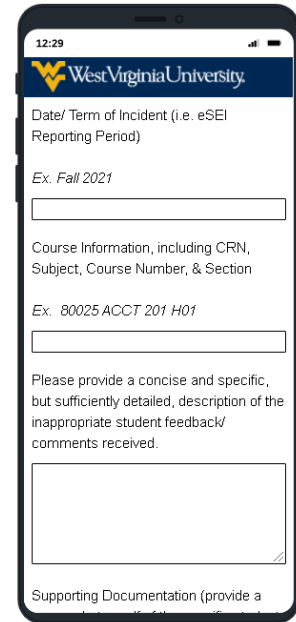
Ex. 80025 ACCT 201 H01

Please provide a concise and specific, but sufficiently detailed, description of the inappropriate student feedback/ comments received.

Supporting Documentation (provide a screenshot or pdf of the specific student comments from the eSEI report).

Drop files or click here to upload

Please provide information about the desired resolution you are seeking and how you would like to see this incident addressed.



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Your complaint has been submitted for review. A member of the eSEI Review Panel will contact you within five business days.

