



ATENEUM DE MANILA UNIVERSITY  
OFFICE OF THE VICE PRESIDENT  
FOR THE LOYOLA SCHOOLS

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MEMO TO: **Loyola Schools Community**

MEMO FROM: **[Sgd.] Maria Luz C. Vilches, PhD**  
*Vice-President*

SUBJECT: **NEW POLICY ON STUDENT EVALUATION AND EXIT SURVEYS**

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I would like to revisit with you the value of student evaluation and exit surveys.

The Loyola Schools recognizes the importance of student feedback on its academic processes. Such feedback from students, acknowledged and valued as the institution's most important participant in its educational mission, helps in the school's awareness of both its strengths and weaknesses, in monitoring quality assurance, and in improving the delivery of academic programs and services.

The Loyola Schools formalizes the gathering of student feedback through (a) the *Student Course / Faculty Evaluation* instrument that students are enjoined to fill out for every course and in every semester or intersession and (b) the *Exit Survey* that students are also asked to fill out before graduation from the Loyola Schools.

#### **The New Policy**

Beginning this Second Semester of School Year 2021-2022, it is considered a **requirement** for students to fill out both the *Student Course/Faculty Evaluation* form (by graduate and undergraduate students) and the *Exit Survey* (by graduating graduate and undergraduate students). This new rule recognizes what is stated in the *Magna Carta of Undergraduate Students' Rights* and in the *Magna Carta for Graduate Students' Rights* that the evaluation of their program of study is the students' right **and** responsibility.

#### **Please Note**

Students will not be able to see their final grades for classes that they have not evaluated, although they can still view their QPI. A hold order will be imposed on said students and will appear in the system to remind them to fulfill the evaluation requirement. Once done, the hold order gets automatically lifted. Please know that a hold order will prevent the student from enrolling in the following term.

Graduating students will have to complete their course/instructor evaluation and exit survey before they are cleared for graduation. For graduate students, exit surveys are done at the level of the Associate Dean for Graduate Programs; for undergraduate students, such surveys are administered by the Office of Placement and Career Services.

#### **Feedback to Faculty**

I enjoin Department Chairs and Program Directors to make time to discuss with their faculty the student evaluation— both quantitative and qualitative feedback. We shall call attention to 'feedback days' in our academic calendar to remind departments about this important undertaking.

Many thanks for your support in helping the Loyola Schools continue to strive for quality service through student feedback.