

## **Approved Process for Providing Access to Student Evaluations.**

The UCEAP Research Department will make student evaluation data and reports accessible via the following routes:

- A.) All student evaluation responses and results will be made available immediately through our online survey tool, DimensionsNet, to EAP senior leaders or analysts providing general, personnel, financial, safety, or health oversight for EAP programs (Director, Academic and Associate Deans, Human Resources and Budget & Finances Directors, Health, Safety, and Security Principal Analyst). In addition, quantitative and written student evaluation responses will be made available immediately through the Web, as above, to the Regional Directors for programs in their regions.
- B.) The Research unit will assign to these individuals the accounts, passwords, and permissions which will enable them to access these data, as described in the [survey data access document](#) on the Research website.  
[http://eap.ucop.edu/staff/research/eap\\_staff/surveys/survey\\_data\\_access\\_101606.pdf](http://eap.ucop.edu/staff/research/eap_staff/surveys/survey_data_access_101606.pdf)
- C.) Quantitative and written student evaluation responses will be made available by e-mail to the same individuals listed above (item A) in a report produced approximately 1 month after the end of each program. In addition, this same report will be made available to any UCIE formal review committee evaluating the program addressed by this report, as needed.
- D.) Senior staff with access to these data have the discretion to forward responses and results to other staff on a job-related, need-to-know, and confidential basis; however, comments that identify specific individuals, or that deal with performance or personnel information, should not be forwarded to any other staff.
- E.) After the study center has submitted grades to UCEAP, the Regional Director has the discretion to forward responses and results to appropriate Study Center Directors and Liaison Officers in their region on a need-to-know and confidential basis.
- F.) Summary reports of the quantitative responses, omitting the written responses of program participants, will be posted to a password-protected website available to all UCEAP staff after grades have been received at UCEAP. A preface to all program reports linked to this page will read as follows:

*“UC Education Abroad Program student evaluations are for the sole internal use of University of California staff with a specific job-related need to read them. Some of the information contained within is sensitive, confidential, and not to be disclosed, copied or forwarded. Comments by participants about any aspect of their program represent individuals’ opinions or statements and have not been verified. The appropriate UCEAP Regional Director or senior EAP administrator will determine if further action is warranted, based on comments made by students in their evaluations.”*

August 27, 2008