

# CEI (students)

## What is the CEI?

**Course Evaluation Instrument (CEI)** is the end of semester course evaluation. It is an opportunity for you to give feedback on the course, instructor and online learning environment.

*The CEI survey is **mandatory**.*

## How will you complete the CEI online?

**CEIs are administered the week before the finals.**

- You will receive an email to your Suffolk email address detailing how to access the CEI and providing you with the date and the logon credentials (password).
- On the specific date, a link will appear on your course homepage, under **Announcement**. (This will be the link to access the CEI).
- Enter the password given to you via email
- The CEI will be available ALL DAY. What does this mean for you? It means, you can complete the CEI at your convenience from 12:00AM to 11:45PM (EST).
- Complete and submit the survey.

We value your feedback and encourage you to log on and submit the CEI each semester.

## How is the CEI used?

- Professors use the feedback to make changes in their course(s)
- Departments Chairs use it to evaluate faculty for tenure and promotion
- Students use the evaluation to select courses