The decision to exclude a course should be determined at the level of the dean or associate dean of the college. Courses that are excluded from the SPOT system should use an alternative method for collecting anonymous student feedback. For example paper/pencil based questionnaires or the “Tests and Quizzes” tool in Scholar may be used to gather similar feedback.

**Prior to October 22:** you may edit teaching load data directly in Banner.

**October 23 - November 4:** you must contact the registrar’s office to make changes to teaching load data (http://www.registrar.vt.edu/about/contact_us.php).

**Friday, November 4:** final deadline to make changes to teaching load data for purposes of the SPOT system.

The following types of courses will automatically be excluded: X904 (project and report), X944 (seminars), X964 (field study), X974 (independent study), and X994 (undergrad research). Other courses may be excluded on a case by case basis using the process described below.

1. In Banner, go to the SZATLUP form.

2. Note that in the data block after the Key Block a new field has been added called “Course Evaluation Attribute” (shown on the screen shot below). Use the pull-down list in this field to indicate why the course section is being excluded. The options on this list are:
   - Non-standard calendar
   - Instructors rotate mid-term
   - Team of instructors too large
   - Non-credit course
   - Other
   - Not instructor-led

3. Repeat this process for each course section that you would like to exclude.
If you have questions about this process or need further details, please contact Brian Broniak in Learning Technologies (bbroniak@vt.edu) or Anne Laughlin in the Office of Assessment and Evaluation (laughlin@vt.edu).