Frequently Asked Questions (FAQ’s)

PAPER FORMS

1. Missing Forms:
   • Faculty who need additional forms or did not receive forms for a specific course, must contact the Office of Institutional Research immediately at 8-5890 or 8-5064 or via email at oir@lehigh.edu. Please do not make photocopies.

2. Pens, pencils, etc.
   • While using a #2 pencil is still preferred, the new forms and scanners will allow us to scan accurately forms completed with pens, pencils, markers, etc.

3. Tracking:
   • We have initiated a process to track the status of the completed forms when they are received by our office. Please do not put any markings through the barcode on the original mailing envelope. After the forms are scanned, an electronic image of the form will be retained by the Office of Institutional Research.

4. Recitations and Labs:
   • Questions 22 to 31 directly evaluate these two types of classes and are located on the back of the evaluation form.

ONLINE FORMS

5. Online Evaluations/Distance Education Courses:
   • Web-based and distance learning students will be sent an email from the Office of Institutional Research with instructions on accessing the on-line evaluation system. The email is sent to the student’s Lehigh email address.

   • The online course evaluations are available to registered students in courses opting online evaluations via the “Campus Portal”. For more information visit http://www.lehigh.edu/~oir/evaluation.html.

   • For any given course and instructor evaluated, a student can only submit the online form once. This prevents a student from submitting duplicate evaluations.

OIR – 11/22/2013