

MEMORANDUM

Date:

To: OIRPA

From:

RE: Instructor/Course Evaluations

Attached please find our submission of Scantron forms for the _____ [Fall, Spring, or Summer] _____ [year] semester. The purpose of this memo is to request the standard report that OIRPA routinely prepares.

(NOTE: If you would like additional reports, please give a detailed explanation of reports needed, with the understanding that these will be completed after the standard evaluation form, as well as any additional questions administered). Please include additional questions on the "Instructor/Course Evaluation Process," that follows.

Should there be any concerns, please contact my office [insert phone and/or email].

Thank you.