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| Requestor Information | | |
| Department/School | Click or tap here to enter text. | |
| Contact First & Last Name | Click or tap here to enter text. | |
| Contact Phone | Click or tap here to enter text. |
| Contact Email | Click or tap here to enter text. | |
| How many question sets will you be submitting? | Choose an item. | |
| What courses will receive question set 1? (Ex. Bio 101, Bio 102, Bio 107) | Click or tap here to enter text. | |
| What courses will receive question set 2? If applicable. (Ex. Bio 201, Bio 302, Bio 307) | Click or tap here to enter text. | |
| What courses will receive question set 3? If applicable. (ex. Bio 401, Bio 402, Bio 407) | Click or tap here to enter text. | |

- Form Guidance -

1. You do not need to fill out the form if you will not be adding supplemental questions to course evaluation surveys.
2. All questions that are added will be considered required to answer.
3. Your unit may submit up to 3 questions sets composed of up to 5 individual questions.

If you are not using all 3 question sets or not using all 5 questions in each set, you may leave the fields blank or select the “Not Using” box on the left side of a particular Set-Question area.

1. “Question type” refers to the format of how your question should be answered.

Please select one option from the drop-down menu.

The choices include ‘5 Point (Likert Scale)’, ‘Multiple Choice-Single Answer’, ‘Multiple Choice-Multiple Answer (All That Apply)’, ‘Yes or No’, or ‘Open-Ended’. Please contact [apovedano@luc.edu](mailto:apovedano@luc.edu) if you need any clarification.

1. “Short question text” refers to how the question will be labeled in reports.

You can use whatever short-naming convention you would like, but please limit this field to 15 characters.

1. “Full question text” refers to the question as it will appear to students taking the survey.
2. “Answer Choices” refers to all of the possible answers to your question. Please write in each possible answer, separating each option with a comma.

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| Question Sets |

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| Set 1 - Question 1 Not Using | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |
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| Set 1 - Question 2 Not Using | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |

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| Set 1 - Question 3 Not Using | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |
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| Set 1 - Question 4 Not Using | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |
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| Set 1 - Question 5 Not Using | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |
| Set 2 - Question 1 Not Using | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |
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| Set 2 - Question 2 Not Using | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |

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| Set 2 - Question 3 Not Using | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |
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| Set 2 - Question 4 Not Using | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |
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| Set 2 - Question 5 Not Using | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |

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| Set 3 – Question 1 Not Using ☐ | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |
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| Set 3 – Question 2 Not Using | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |

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| Set 3 – Question 3 Not Using | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |
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| Set 3 – Question 4 Not Using ☐ | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |
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| Set 3 – Question 5 Not Using ☐ | |
| Question type | Choose an item. |
| Short question text: (shows on reports) | Click or tap here to enter text. |
| Full question text: (shown to survey taker) | Click or tap here to enter text. |
| Answer Choices: | Click or tap here to enter text. |