

**Written Evaluation Request  
For Courses Taken with Pass/No Pass or Credit/No Entry Grade**

Students can request a written evaluation of their work under the P/NP or CR/NE option. To initiate this process, the student must contact the Office of the Registrar to obtain the form. Next, the student must reach out to their instructor to request completion of the form. Finally, the instructor must submit the completed form to the Office of the Registrar.

If desired, these evaluations can accompany a student's transcript request. **The student must inform the Office of the Registrar if they want this form included with their transcript request (for each instance), as they will not be automatically included otherwise.**

**Student Name:** \_\_\_\_\_ **T #:** \_\_\_\_\_  
LAST                      FIRST                      MIDDLE

**Course:** \_\_\_\_\_ **Semester/Year Taken:**  Fall     Spring    20\_\_\_\_\_

DEPT                      COURSE NUMBER                      SECTION #

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Letter Grade Equivalent:** \_\_\_\_\_

(if you wish to provide it)

**Instructor Comments:**

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