

SRQ  
Student Rating Questionnaire

Authorization for Pick-Up of Course Evaluations

If your department intends to use the SRQ for course evaluations, you must complete and forward this form to the Testing Office, Library 3165A, either before or when you bring your first batch of departmental course evaluations for processing.

To insure the security and confidentiality of all student course evaluations, your department results should be picked up by either you or an authorized individual listed below. It is extremely important that this form includes your signature and the signature(s) of all other authorized individuals, including the department secretary.

I authorize the following individuals to pick-up course evaluations from the Testing Office:

Name (Print)	SIGNATURE	POSITION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____	_____
Department Chair Name (Print)	Department Chair Signature	Department

This authorization will remain in effect until notification from you or your department. If you wish to delete an authorized individual from this list, please inform Testing Office in writing.

Return to: Testing Office  
Library, 3165A  
California State University, East Bay