

TO: Department Heads

FROM: Denielle Swartz, Room & Course Scheduling

SUBJECT: Common Final Exam Request

Please list below the semester and the course(s) for which you wish to offer a common final exam. A common final exam may be scheduled for those courses which have four or more sections or more than 200 students.

This request is **due by 5pm, the Friday before the Open Scheduling period ends** to Room and Course Scheduling, via email to rcschedule@list.arizona.edu, or delivered to Modern Languages 347, P.O. Box 210067.

Late requests will not be processed.

The exact time and date for the final exam will be assigned by Room & Course Scheduling.

If you are hand delivering or campus mailing this form, please make sure the form has all of the required signatures. You are welcome to submit this request electronically; selecting this option indicates that approval from your Department Head and your College Dean has been obtained.

Specific room assignments are made at a later date, usually mid-semester, and should be requested in reply to the email our office will send to you by replying to: rcschedule@list.arizona.edu.

For the _____ semester,

the department of _____ requests
the scheduling of a common final exam for the following course(s):

_____	_____
_____	_____
_____	_____
_____	_____

Contact Person _____ Phone _____

Department Head's Signature _____ Date _____

College Dean's Signature _____ Date _____