



PRE-FINALS/FINALS WEEK CLASSROOM REQUEST

Due to the restrictions on activities during Pre-Finals Week (a.k.a. "Dead Week"), classroom reservations during this period must be reviewed for compliance with the University's Pre-Finals Week policy (see box).

Fax, mail or deliver completed form, **with all required signatures**, to:

Office of the Registrar
Classroom Scheduling
324 Student Union
Fax: 405-744-8426
Email: gurooms@okstate.edu

*Classroom Scheduling will e-mail confirmation.

Oklahoma State University Pre-Finals Week Policy

- 1.01 Any final examinations to be rescheduled must have written approval from the Executive Vice President's Office located in 101 Whitehurst.**
- 1.02 Final examinations are scheduled at the end of each semester and are preceded by pre-finals week which shall begin seven (7) days prior to the first day of finals.**
- 1.03 During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes make-up and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week, and independent study courses.**
- 1.04 During pre-finals week no student or campus organizations may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function which requires student participation.**

CLASSROOM REQUEST

Requested Date(s): _____

Requested Time(s): _____

Preferred Room: _____

Purpose/Activity (include course number): _____

Name (please print): _____ Phone: _____

Department: _____

E-mail Address: _____

Signature/Printed Name: _____ Date: _____

Department Head Signature/Printed Name: _____ Date: _____

Associate Dean for Instruction Signature/Printed Name: _____ Date: _____

Associate Provost approval delegated to College Associate Deans for Instruction by Academic Affairs and Instruction Council 10/4/2013.

Office Use Only

Assigned Room: _____

Date: _____