



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 below).

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

Office of the Registrar
Course Management
322 Student Union
Email: gurooms@okstate.edu

* Course Management will email confirmation

Oklahoma State University Pre-Finals Week Policy

- 1.01 *Any final examinations to be rescheduled must have written approval from the Vice Provost'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 percent 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): _____ Banner ID: _____ Phone: _____

Department: _____

Email 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.

Registrar's Use Only

Processed By: _____ Date: _____

Revised:
11/2019