



COMMON EXAM FORM

Request to offer (please check) Course prefix \_\_\_\_\_

COMMON EVENING EXAM Course number \_\_\_\_\_

COMMON FINAL EXAM Semester \_\_\_\_\_

INSTRUCTIONS: Please submit a single form for each course. Completed forms should accompany class schedule information each semester. Course Management will provide information regarding room reservations. Please visit the [common exam schedule](#) on SharePoint to make sure you have selected dates that do not conflict with another common exam your students are likely to take.

**List all sections (w/enrollment) encompassed by request. For courses requiring both theory and lab components, list theory sections only. If you have too many sections, please attach extra information.**

ENRL													
													TOTAL
ENRL													

COMMON EVENING EXAM INFORMATION - Requested rooms ([General University Rooms List](#) on SharePoint)

DAY	DATE	BLDG										TOTAL SIZE
		ROOM										
		SIZE										
DAY	DATE	BLDG										TOTAL SIZE
		ROOM										
		SIZE										
DAY	DATE	BLDG										TOTAL SIZE
		ROOM										
		SIZE										
DAY	DATE	BLDG										TOTAL SIZE
		ROOM										
		SIZE										

COMMON FINAL EXAM INFORMATION - Finals are set up according to the rotation specified by Faculty Council (April 10, 2001). New additions to the common final exam schedule will be accommodated by the Office of the Registrar subject to available space.

BLDG									TOTAL SIZE
ROOM									
SIZE									

POLICIES GOVERNING COMMON EXAMS - Common hours for evening exams and final exams can be used provided that: 1) the course is multi-section; 2) more than 200 students are enrolled in the encompassed sections; 3) a uniform course outline is followed by all instructors involved; 4) the evening exam is given on Monday or Wednesday from 5:30pm-6:30pm or Tuesday or Thursday from 6:00pm-7:00pm ONLY; 5) the date, time and location of the exam is printed in the final exam section of the Class Schedule book.

Requests for common evening exams and common final exams must be made each semester and should accompany course offering information for the Class Schedule book. Room assignments are made (as available) by the Office of the Registrar. Meeting times for common final exams are also set up by the Office of the Registrar and follow the Faculty Council rotation schedule. When common exams conflict with regularly scheduled courses, the regular course must take precedence. Students with such conflicts must be permitted to make-up the exam without penalty.

Requests for changes to common evening exams and final exams made after the submission deadline for Class Schedule book information may be granted provided that: 1) items 1-4 above have been met, and 2) the date, time and location of all common exams are printed in the initial course syllabus, and 3) the change is approved by the Associate Dean and the Associate Vice Provost for Academic Affairs.

Instructor or Course Director \_\_\_\_\_ Date \_\_\_\_\_

College Dean or designee \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Use Only	
Processed By: _____	Date: _____