OKLAHOMA STATE UNIVERSITY
OFFICE OF THE REGISTRAR

COMMON EXAM FORM

RETURN completed form with ALL signatures to: Office of the Registrar 322 Student Union

Request to Offer (please check for each exam type needed): ☐ **COMMON EVENING EXAM** ☐ **COMMON FINAL EXAM**

Course Prefix _____ Course Number _____ Semester _____

INSTRUCTIONS: Please submit a single form for each course. Completed forms should accompany class schedule information each semester. Classroom Scheduling will provide information regarding room reservations. Please visit the common exam schedule on SharePoint (https://stillwater.sharepoint.okstate.edu/Registrar/RegistrarResources/Lists/Common%20Exam%20Calendar/calendar.aspx) to make sure you have selected dates that do not conflict with another common exam your students are likely to take.

List all sections (with enrollment) encompassed by request. For courses requiring both theory and lab components, list theory sections only.

CRN											
ENRL											

CRN											**TOTAL**
ENRL											

Desired total number of rooms to be used for the exam _____

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 accomodated 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, Tuesday, Wednesday or Thursday from 5:30pm-6:30pm ONLY; 5) the date, time and location of the exam is published on the **Exams** website. Requests for common evening exams and common final exams must be made each semester and should accompany course offering information for the class schedule. 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 the class schedule 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 President for Academic Affairs.

_____
Department Head Date

_____ _____
Instructor or Course Director Date College Dean or Designee Date