

Notification for Facilities Management of Saturday Final Examinations

By November 15 of the fall semester and April 1 of the spring semester (or the first working day thereafter), deans should provide the provost and vice chancellor for academic affairs with information regarding final examinations which are scheduled for Saturday during final exam week.

The list provided should include room number and building for each classroom where a final examination is scheduled and should indicate for it (or sub sets of rooms or buildings) the hours when it or they are to be unlocked and when it or they can be relocked. Climate control will also be provided for the rooms or building and hours listed. It may be useful to have a record of which examinations are scheduled in the rooms and for which hours, for reference, but this should not be necessary for Facilities Management support.

The name and telephone number of a contact person for the college or school should be included.

Faculty members should be reminded that classes and final exams should not be informally moved from assigned rooms without authorization.

8/16/04

10/8/03

8/18/97