Fax or mail completed form to the Curriculum Office.

The purpose of this form is to request additional seating or to request alternate date or times for final exams. Exams scheduled for one date and time within the Final Examination Period may not be moved to another date without prior approval of the Final Examination Committee. No approval is given by the Final Examination Committee for final exams prior to the Final Examination Schedule.

For more information, please visit the Final Examination web page: http://ro.umich.edu/exams/

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### Exam Information

**Subject Area:**

**Catalog Nbr:**

**Class Section:**

**Total Enrollment:**

**Will the Exam need alternate seating?**

- Yes:
- No:

**Regular Meeting Days & Times:**

**Room:**

**Keep or release regular classroom for Final Exam?**

- Keep:
- Release:

**Scheduled Exam**

- **Day:**
- **Date:**
- **Time:**

**Requested Exam**

- **Day:**
- **Date:**
- **Time:**

**Comments:**

---

### Requestor Information

**Requested by:**

**Phone:**

**Fax:**

**E-mail:**

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### Confirmation Information

(Boxed area for Office of the Registrar use only)

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<th>Room(s) Assigned</th>
<th>Seating Capacity</th>
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<th>Contact</th>
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