

Finals Determination

- Approximately two months prior the final exam week, you will receive a Finals Determination List.
 - Please fill out the “Final Exam? Y/N” column to indicate if a space is needed for a final for that section.
 - Classes that are marked “Y” or that are left blank will automatically have their regular classroom reserved during finals week according to the Final Exam Schedule.
 - Classes that are marked “N” **will not have a room reserved** unless a separate request is submitted.
- To request a different final exam time and/or location, please email with the preferred date, time, and location.
 - We will confirm if the request is approved or denied.

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- Classes with a **Thursday** or **Friday** as the **first meeting day** are considered outside of the approved schedule and are treated as exceptions.
- For these classes, you must initiate a request with preferred exam day/time/location.
 - Otherwise, it is assumed the class is not holding a final exam and a space will not be reserved.