

THE JOHNS HOPKINS UNIVERSITY
 Office of the Registrar
 75 Garland Hall - Scheduling Desk
 Phone: (410) 516-8086 / Fax: (410) 516-6477

FINAL EXAMINATION RESPONSE FORM

TO: Faculty of Arts & Sciences and Engineering
 FROM: Todd Bullock, Course Management Specialist
 RE: Final Examinations, **Spring 2009**

Please list all courses (Undergraduate) that you are teaching this semester and your final examination plans for each. If you plan on administering an exam for a Graduate course, please let us know as soon as possible so we can schedule rooms as needed:

Course Number/ Title	Meeting Times	Final Exam? (Yes/No)	If "Yes," give date and time	Current Classroom	Will you give the exam in this room?

* If you need additional classrooms or if you need a room for an exam for a course not covered in the schedule formula, please indicate your requirements below. We will provide you with an alternate room assignment before the end of the term.

Course Number/ Title	Required Capacity	Requirements	Preferred Room

Please return this form to the Registrar's Office by April 3, 2009. Your response to this request is appreciated. Feel free to contact me at 410-516-8086 if you have any questions or difficulties.

Faculty Name: _____
 Email: _____

Department: _____
 Date: _____

Phone: _____