

## Evening Prelims

Evening prelims are only allowed in courses that have made arrangements in advance to have evening prelims. Some courses routinely give evening prelims. Check with your department administrator for information.

### **Requesting an Evening Prelim:**

There is a special committee that has to approve and schedule evening prelims. Email Diane Lalonde [ddl4@cornell.edu](mailto:ddl4@cornell.edu) with your request. Diane is in the Dean of Faculty's office. State the course number, preferred exam date, size of room (usually double the enrollment). Include in the message a statement saying a makeup exam will be given to students who have an exam conflict resulting from adding your exam to the schedule. (Exams already on the schedule get priority over exams added later, meaning the instructor of the newly added exam needs to give a makeup exam.) After the exam is approved, the university registrar's office will assign exam rooms. (Thanks to Laurie Buck, Teaching Program Coordinator in CS for this information taken from her website.)

### **Contact Information**

University Scheduling  
Anne Becker  
B07 Day Hall  
Cornell University  
Ithaca, NY 14853  
(607) 255-9090

### **Questions?**

Email us at: [univ\\_scheduling@cornell.edu](mailto:univ_scheduling@cornell.edu).