

Exam Distribution by the LRC

Date Submitted: _____

Submitted by (Instructor / Division Assistant / TA): _____

Course Number: _____

Course Coordinator: _____

Semester: _____

Please circle one:

Distribute freely (on a public counter in the LRC)

Require ID

Policies

Turnaround:

Please inform students of exactly when the exams will be available!

Materials turned in by 4:00 pm, will be available by 9:00 am following day.

Please bring the exams to Janet Larsen in PHR 4.123, not to the LRC

Library Checkout window.

Alphabetization:

Exams must be alphabetized.

Returns:

All exams not claimed within two weeks will be returned to the submitter.

Problems or suggestions:

Janet Larsen, 471-3857, jlarsen@mail.utexas.edu

Thank you for your cooperation.