

Bethlehem University
Printshop
Final Exam Duplication Request

Important:

Final exams **must be typed** and delivered to the Academic Vice President Office **SIX WORKING DAYS** before the date of the exam. This will help balance the workload for Department secretaries, Printshop, and office of the AVP.

Instructor's Name: _____ Department: _____

Course No: _____ Section: _____

Today's date: _____ Date of exam: _____

Time of exam: _____

No. of copies needed: _____ No. of original pages submitted: _____

Remarks: _____

FOR AVP Office USE ONLY

Date: _____ Time: _____ Place: _____
