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**Prior Examinations Request**

One of the services that the law library provides is an exam repository for faculty to post prior exams for their students. The faculty member can have complete or partial exams posted on the library’s proxy server. Exams may be placed on the proxy server permanently or for a limited time period at the faculty member’s discretion. If the exam is for temporary placement, it will be removed from the proxy server on the date specified.

If you would like to post a copy a prior exam, please fill out this form and place it, along with a copy of your exam, in the Law Library mailbox. If you would like to post multiple exams, please complete a separate form for each individual exam. Please make sure to indicate the class, semester and year of the exam and to identify your desired placement (temporary or permanent). If you have any questions or need further assistance, please contact Joan Stringfellow at ext. 23824.

**Professor Name:**

**Class:**

**Semester & Year of Exam:**

**Number of Pages:**

**Placement Status: Temporary Permanent**

**If Temporary, Desired Removal Date?**

**Signature:**

**Date:**