

Final Exam Procedure

1. Final Exams should *only* be scheduled during the regular final exam time. Exceptions to this should be appealed through the department chair and then to the Vice President for Academic Affairs.
2. If exams are to be given the last week of a regularly scheduled class, they are to be limited to regular class time.
3. No field trips are to be scheduled for the final week of classes. The purpose of this, of course, is to allow students a chance to study for finals.

adopted by the faculty, 1984