All teaching faculty will meet their classes during finals week at the final examination
time designated in the official "Class Schedule" issued at the beginning of each term.

- No student activities or athletic events will be scheduled during Finals Week.

- Methods of evaluation are at the discretion of the instructor. They should be
  specified in the course syllabus and distributed to students the first week of
  class.

- Faculty who use a final examination will administer that exam at the time
  designated in the official “Class Schedule.” Finals times are designed not to
  conflict.

Individual students may request exceptions to this policy. These must be approved in
advance by the instructor.

Course instructors may request exceptions to this policy. The exception must be
approved by the appropriate school Dean and students should be given at least three
weeks prior notice of the change.

Recommended by:

Faculty Senate – 3/6/97
President’s Council – 4/21/97

Approved: /s/ Lawrence J. Wolf
Lawrence J. Wolf, President

Date: April 23, 1997