## **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