

MEMORANDUM

TO: All Faculty

FROM: Vilas A. Prabhu
Provost and Vice President
for Academic Affairs

DATE: April 25, 2017

RE: **REMINDER – Finals Week**

Please be reminded that faculty are required by contract to meet their classes and hold five office hours during finals week. Finals week is considered one of the fifteen weeks of instruction in each academic semester.

Faculty are also reminded not to deviate from the published examination schedule.