



Elizabethtown College

Scheduling Protocol Final Exams

Registration & Records' Final Exam Policy governs the scheduling of final exams. Read the Final Exam Policy here: (<https://www.etown.edu/offices/registation-records/final-exams.aspx>). Any faculty member seeking an exception to the final examination rule for an academic course shall first secure the approval of the department chair and then that of the Provost. After approvals are granted, faculty shall contact the Scheduling Office to make appropriate reservations.

No events can be scheduling in academic classrooms during exam hours.