

**Center for Student Involvement  
Programming During Finals  
UPDATED December 16, 2010**

To make academics a priority during the period of final exams, the University has traditionally not allowed programming by any University entity from the day after the last day of classes until the day after the last day of finals. Essentially, the last day of programming for each semester is also the last day of classes.

For student organizations, Center for Student Involvement (CSI) is able to make some exceptions for study breaks and religious services. Religious services should be planned through Kay Spiritual Life Center and the proper Chaplain. Study breaks must meet all of the following criteria in order to be considered for approval:

- Small scale activities (minimal planning, simple events, utilize few or no resources, etc.)
- Occur only on the reading day of the finals period
- Events should be no more than 1-2 hours in length
- Planned in a confirmed or contracted location
- Events cannot be mandatory or business meetings (including elections) of the organization. Attendance must be voluntary
- Pre-approved at least one week in advance by both the organization's CSI advisor and the Director of Center for Student Involvement. Approval from the Director will be sought by the organization's advisor

If the organization wishes to co-sponsor an event with a University department or hold an event outside the study day of the finals period, the event must be pre-approved by the organization's CSI advisor at least two weeks in advance of the event date.

An organization's financial resources can only be used for pre-approved study break events during the final exam period. During the Spring semester, special attention must also be paid to the fiscal year deadlines for financial forms.

Furthermore, to align with this statement, the last day for office hours of student organizations that require them of their leaders is also the last day of classes. After the last day of classes through the first day of classes of the proceeding semester, student organization offices can remain closed or periodically open at the discretion of the individual students holding office hours.