


## MEMORANDUM

Date: April 13, 2018

From:  Charles N. Moore, Chair  
Department of Mathematics and Statistics  
Washington State University  
Pullman, WA 99164-3113

### **Procedures for MLC Staffing and Operation Hours During Finals Week**

**Undergraduate Students:** It is expected that undergraduate students will have multiple exams of their own during Finals Week. Consequently, there is no mandatory requirement that undergraduate students assigned to MLC should cover their hours during the Finals Week. However, it should be left to the discretion of the individual student whether he/she would like to cover their regularly scheduled hours, or only a portion of their scheduled hours. Every undergraduate student should submit his/her decision in this regard (together with the schedule of hours they wish to cover, should they decide to do so) either to Dr. Nathan Hamlin or to Ms. Anna Matveeva during the week prior to the Finals Week. This may lead to reduced staffing and reduced operation of MLC hours during finals week.

**Graduate Students:** Graduate Students who are assigned to the MLC are expected to serve their regularly scheduled hours during Finals Week unless there is a direct conflict with their own Final Exams or with their proctoring duties. In situations where there are such conflicts, Graduate Students should be given release for those hours without the requirement for making-up those hours at alternative times. Graduate Students should submit such conflicting hours either to Dr. Nathan Hamlin or to Ms. Anna Matveeva during the week prior to the Finals Week. This may lead to reduced staffing and reduced operation hours of MLC during finals week.