


## Exam Schedule–Spring 2020

 <b>Exam Time:</b>	<b>Monday May 4</b>	<b>Tuesday May 5</b>	<b>Wednesday May 6</b>	<b>Thursday May 7</b>
7:30 am-9:30 am	All 8:00 am MWF classes	All 9:35 am TTH classes	All 9:10 am MWF classes	All 8:00 am TTH classes
10:00 am-12:00 pm	All 10:20 am MWF classes	All ACC 255/256 and CHM 151 classes	All 11:30 am MWF classes	All 11:10 am TTH classes
12:30 pm-2:30 pm	All 12:40 pm MWF classes and All 12:45 pm Friday- and Saturday-only classes	All 12:45 pm TTH classes and All 1:50 pm 4-day combination M-F classes	All 12:45 pm MW classes and All 2:20 pm Friday-only classes	All 2:20 pm TTH classes and All 3:00 pm 4-day combination M-F classes
3:00 pm-5:00 pm	All 4:00 pm MW classes and All 4:00 or 4:30 pm Monday-only classes and All 4:00 or 4:30 pm Wednesday-only classes	All 2:20 pm MW classes	All 4:00 pm TTH classes and All 4:00 or 4:30 pm Tuesday-only classes and All 4:00 or 4:30 pm Thursday only classes and All 4:10 pm 4-day combination M-F classes	Additional option for classes with time conflicts
5:30 pm-7:30 pm	<ul style="list-style-type: none"> <li>All classes that begin at 5:00, 5:30, or 6:00 pm will have their final exam on the first regular meeting day of the week</li> </ul>			
8:00 pm-10:00 pm	<ul style="list-style-type: none"> <li>All classes that begin at 6:30, 7:00 or 7:30 pm will have their final exam on the first regular meeting day of the week</li> </ul>			

The following paragraph clarifies how to schedule exam times for classes that are not included on the Spring 2020 Final Exam schedule:

- If class meeting times do not fit within the standard meeting times and the published final examination schedule, the instructor will need to evaluate the schedule and determine which examination time will prevent or reduce conflicts for students. The instructor must then poll the class to find out whether there is an actual conflict. If insurmountable problems are encountered, the instructor must contact the department chair or, if necessary, the dean. Schedule of Classes is also available to provide assistance, 523-1751 or Registrar.ScheduleofClasses@nau.edu.

In addition:

There is minimal potential for conflicts in some time slots where multiple class meeting times are scheduled for finals. Please poll the class and follow the process in the bullet point above.

\*\* Please poll single night 5:30 to 10:00 pm Friday classes as described in the bullet point above, since no finals are scheduled on Friday.

Each academic unit should work with the appropriate building manager(s) to post a template list of final-exam meeting times on the door of each classroom, two weeks prior to the start of finals week. The template will be available on the Schedule of Classes webpage, under the *Additional Materials* accordion: [Final Exam Door Sign Template for Posting on Classroom Doors](#)

Instructors should list the class whose final exam is scheduled to be offered in the room and also input their name in the designated timeslot. If conflicts are identified, academic units should contact Schedule of Classes promptly, so alternative locations and/or times can be arranged well before finals begin.