

Final Exam Schedule for Fall 2019

Exam Time:	Monday December 9	Tuesday December 10	Wednesday December 11	Thursday December 12
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 and All 4:10 pm 4-day combination M-F 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	Additional option for classes with time conflicts
5:30 pm-7:30 pm	<ul style="list-style-type: none"> 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 			
8:00 pm-10:00 pm	<ul style="list-style-type: none"> 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 			

- There is minimal potential for conflicts in some time slots where multiple class meeting times are scheduled for finals. If a conflict is identified, please read below.**
- The following paragraph clarifies how to verify there are no final exam conflicts in classrooms when scheduling finals as shown above.**
 - 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. Check for the template on the Schedule of Classes webpage in November. [Final Exam 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.

- The following paragraph clarifies how to schedule exam times for classes that are not included on the Fall 2019 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. As addressed above, Schedule of Classes should also be contacted to provide assistance, Registrar.ScheduleofClasses@nau.edu

4. In addition:

- Since no finals are scheduled on Friday, instructors should poll single-night 5:30 to 10:00 pm Friday classes to determine a suitable option. Also, feel free to contact Schedule of Classes for assistance.