

For Classroom \_\_\_\_\_ in Building \_\_\_\_\_

Instructors: *To avoid conflicts*, please fill in the time your Final Exam will be held.

Exam Time:	<b>Monday, December 9</b>	Instructor	Course Prefix	Course #	Abbreviated Course Name (optional)
7:30 am-9:30 am	All 8:00 am MWF classes				
10:00 am-12:00 pm	All 10:20 am MWF classes				
12:30 pm-2:30 pm	All 12:40 pm MWF classes <b>And</b> All 12:45 pm Friday-and Saturday-only classes				
3:00 pm-5:00 pm	All 4:00 pm MW classes, <b>And</b> All 4:00 or 4:30 pm Monday- <i>only</i> classes, <b>And</b> All 4:00 or 4:30 pm Wednesday-only classes				
5:30 pm-7:30 pm	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	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				

For more details, including what to do in case of conflict, please visit: [https://in.nau.edu/wp-content/uploads/sites/153/2019/05/FINAL\\_EXAM\\_Schedule\\_1197\\_Fall-2019.pdf](https://in.nau.edu/wp-content/uploads/sites/153/2019/05/FINAL_EXAM_Schedule_1197_Fall-2019.pdf)

For Classroom \_\_\_\_\_ in Building \_\_\_\_\_

Instructors: *To avoid conflicts*, please fill in the time your Final Exam will be held.

Exam Time:	<b>Tuesday, December 10</b>	Instructor	Course Prefix	Course #	Abbreviated Course Name (optional)
7:30 am-9:30 am	All 9:35 am TTH classes				
10:00 am-12:00 pm	All ACC 255/256 classes, <b>And</b> CHM 151 classes				
12:30 pm-2:30 pm	All 12:45 pm TTH classes, <b>And</b> All 1:50 pm 4-day combination M-F classes				
3:00 pm-5:00 pm	All 2:20 pm MW classes, <b>And</b> All 4:10 pm 4-day combination M-F classes				
5:30 pm-7:30 pm	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	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				

For Classroom \_\_\_\_\_ in Building \_\_\_\_\_

Instructors: *To avoid conflicts*, please fill in the time your Final Exam will be held.

Exam Time:	<b>Wednesday, December 11</b>	Instructor	Course Prefix	Course #	Abbreviated Course Name (optional)
7:30 am-9:30 am	All 9:10 am MWF classes				
10:00 am-12:00 pm	All 11:30 am MWF classes				
12:30 pm-2:30 pm	All 12:45 pm MW classes, <b>And</b> All 2:20 pm Friday-only classes				
3:00 pm-5:00 pm	All 4:00 pm TTH classes, <b>And</b> All 4:00 or 4:30 pm Tuesday-only classes, <b>And</b> All 4:00 or 4:30 pm Thursday-only classes				
5:30 pm-7:30 pm	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	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				

For more details, including what to do in case of conflict, please visit: [https://in.nau.edu/wp-content/uploads/sites/153/2019/05/FINAL\\_EXAM\\_Schedule\\_1197\\_Fall-2019.pdf](https://in.nau.edu/wp-content/uploads/sites/153/2019/05/FINAL_EXAM_Schedule_1197_Fall-2019.pdf) **Final Exam Template for Posting on Classroom Doors**

There are separate forms for M/T/W/Th. Please post all four.

For Classroom \_\_\_\_\_ in Building \_\_\_\_\_

Instructors: *To avoid conflicts*, please fill in the time your Final Exam will be held.

Exam Time:	<b>Thursday, December 12</b>	Instructor	Course Prefix	Course #	Abbreviated Course Name (optional)
7:30 am-9:30 am	All 8:00 am TTH classes				
10:00 am-12:00 pm	All 11:10 am TTH classes				
12:30 pm-2:30 pm	All 2:20 pm TTH classes, <b>And</b> All 3:00 pm 4-day combination M-F classes				
3:00 pm-5:00 pm	Additional option for classes with time conflicts				
5:30 pm-7:30 pm	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	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				

For more details, including what to do in case of conflict, please visit: [https://in.nau.edu/wp-content/uploads/sites/153/2019/05/FINAL\\_EXAM\\_Schedule\\_1197\\_Fall-2019.pdf](https://in.nau.edu/wp-content/uploads/sites/153/2019/05/FINAL_EXAM_Schedule_1197_Fall-2019.pdf)

1. 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.
2. 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. The template will be available 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 time slot. 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.
3. 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](mailto: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, contact Schedule of Classes for assistance.