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|  |  **Final Exam Schedule for Fall 2022** 16-week classes |

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|  **Exam Time🡫**  | **Monday****Dec 12, 2022** | **Tuesday** **Dec 13, 2022** | **Wednesday**  **Dec 14, 2022** | **Thursday**  **Dec 15, 2022** |
| 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  classesandAll 12:45 pm Friday- and Saturday-only classes | All 12:45 pm TTH classesandAll 1:50 pm 4-day combination M-F classes | All 12:45 pm MW classesandAll 2:20 pm Friday-only classes | All 2:20 pm TTH classesandAll 3:00 pm4-day combination M-F classes |
| 3:00 pm-5:00 pm  | All 4:00 pm MW  classesandAll 4:00 or 4:30 pm Monday-only classesandAll 4:00 or 4:30 pm Wednesday-only classes | All 2:20 pm MW classes ~~All 4:10 pm 4-day combination M-F classes~~ Moved to Wednesday à for fewer potential conflicts. | All 4:00 pm TTH classesandAll 4:00 or 4:30 pmTuesday-only classesandAll 4:00 or 4:30 pm Thursday-only classes All 4:10 pm 4-day combination M-F classes | 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
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| 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
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**The above schedule applies to 16-week classes. Shorter-session classes, such as 5-week or 7.5 week, should hold their Final Exam on the last day of class. Similarly, DD (Dynamically Dated) classes should hold their Final Exam on the last day of class.**

1. **There is some 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. **If there are Final Exam conflicts in classrooms when scheduling finals as shown above.**
* Each academic unit will be given instructions to post a template list of final-exam meeting times on the door of each classroom, three weeks prior to the start of Finals Week. The template will be available on the Schedule of Classes webpage by November. [Final Exam Template for Posting on Classroom Doors](https://nau.edu/registrar/faculty-resources/schedule-of-classes-maintenance/)
* 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, the instructor should promptly contact the academic unit with details about which classes are conflicting. The academic unit will resolve the conflict where possible. For difficult instances, units may reach out to Schedule of Classes, so alternative locations and/or times can be arranged *well before* finals begin.
1. **The following paragraph clarifies how to schedule exam times for classes that are not included on the above Fall 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 relevant department Chair or, if necessary, the Dean. As addressed above, Schedule of Classes may also be contacted to provide assistance, Registrar.ScheduleofClasses@nau.edu

**4. In addition:**

* Since no finals are scheduled on Friday, instructors should pollsingle-night 5:30 to 10:00 pm Friday classes to determine a suitable option. Also, units may contact Schedule of Classes for assistance.
* Shorter session classes (such as 7.5A, M5A, M5B) hold their finals on the last scheduled day of class.
* Most finals will take place in the room in which the class normally meets, at the Finals-designated time. Instructors should plan on administering their Final Exams based on the times listed in the chart above.