|  |  |
| --- | --- |
|  | **Final Exam Schedule for Spring 2023**  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. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam Time 🡫** | **Monday**  **May 8th 2023** | **Tuesday**  **May 9th 2023** | **Wednesday**  **May 10th 2023** | **Thursday**  **May 11th 2023** |
| 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 4:10 pm 4-day combination M-F classes~~  Moved to Wednesday à  for fewer potential conflicts. | 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    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 | | | |
| 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 | | | |

*Classes with non-standard meeting patterns use the final exam period for the standard meeting pattern with* *the nearest starting time* and academic unit chairs or directors bear the responsibility for resolving any ensuing student scheduling conflicts.

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 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/December, Look for Final Exam Information 🡪 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.

1. **The following paragraph clarifies how to schedule exam times for classes that are not included on the above Spring 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 should also be contacted to provide assistance, [Registrar.ScheduleofClasses@nau.edu](mailto:Registrar.ScheduleofClasses@nau.edu)

**4. In addition:**

* Most finals will take place in the room in which the class normally meets, at the Finals-designated time. **Instructors should plan to administer their final exams based on the times listed in the chart above.**
* 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, feel free to 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.

Final exams cannot be re-scheduled to occur during end-of-term week, with the exception of individualized instruction classes. Take-home final exams and other summative assessments administered in lieu of a final exam must be due no later than the end of the regularly scheduled final exam time for the class.