

Final Exam Schedule for Fall 2024

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 December 9th 2024	Tuesday December 10th 2024	Wednesday December 11th 2024	Thursday December 12th 2024
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 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.

3. The following paragraph clarifies how to schedule exam times for classes that are not included on the above Fall Final Exam schedule:

- 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
- 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

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 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.
- 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.