NORMANDALE COMMUNITY COLLEGE

FINAL EXAM/EXPERIENCE SCHEDULE

Finals week is made up of 5 designated days in Fall and Spring semesters at the end of each term. This is part of the 171 required contract days of faculty and included in Normandale Policy 1.6 Academic Calendar Principles. The schedule of finals week allows instructors time to conduct a final experience with their class. Meeting during this time is required and should follow the delivery method of the course. Because there is only one meeting, the scheduled time of the course during the term may be different than the meeting time during finals week.

Please review the following instructions regarding Finals Week.

- Instructors may start and end final meetings at any time during the three-hour blocks in which they are scheduled. If starting later, please email Amanda at amanda.soderlund@normandale.edu to record the start time so the office has record of this for student inquiries. Final meetings ***MUST** end* at or before the time scheduled to ensure there is no overlap with the next scheduled final block.
- Hybrid classes may have either hold online or face-to-face final experiences as determined by the instructor.
- Courses with instructional times by arrangement ***do not*** have a scheduled finals time. Please discuss with your dean if you would like to schedule a final exam time for a course by arrangement.
- Courses that are mostly online should not schedule a final meeting time during finals week that is outside of the date appearing on this schedule. For mostly online courses that will host an on-campus final, eServices ***MUST** note* that an on-campus final will take place prior to the beginning of registration.
- Saturday classes will hold their final experience during the last scheduled class period the Saturday before finals week.
- Summer course final experiences are held during the last scheduled class period of the summer session in which they are scheduled. Please speak to your dean if you need additional time to adjust the schedule and include notes in the course for students planning purposes.
- Late-start classes: Classes which meet for fewer than 15 weeks but are scheduled to meet the last week of the semester will meet according to the final exam/experience schedule.
- Early-end classes: Classes ending prior to the end of the term will meet for the final experience during the last scheduled class period of the scheduled session. Please speak to your dean if you need additional time to adjust the schedule and include notes in the course for students planning purposes.
- Please do not
  - reschedule the final for your course.
  - cancel the final exam/experience during finals week.
  - schedule additional finals or class periods during finals week.
  - hold your final in the class period the week prior to finals week.

Final exams/experiences will typically be held in courses' regular classrooms. However as the finals week schedule differs from the regular term, this may create conflicts requiring some courses to meet in different spaces. You will be notified each term of your specific finals schedule including the date, time, and location the week prior to the start of the semester. Please pay close attention to verify both when, and where, your course will meet. (This schedule will also be posted to the Employee Exchange during the previous term for your reference.)

Exceptions: Please note that students who have two finals scheduled at the same time are advised to work with their instructors to reschedule one of their conflicting final experiences. Students who have three exams scheduled in one day are advised to contact an academic dean to reschedule. Any changes to the final scheduled date and time must be approved by the dean.

DIRECTIONS: To determine final meeting times, find the course's regular-term day sequence and start time below. The final meeting time is found in the neighboring column.

- If the course has both **scheduled lecture AND lab/studio/clinical** sequences, use the lecture sequence specifically.
- If the course is **all lecture**, and has **both scheduled online and on-campus** sequences, use the on-campus sequence specifically.
- In the case of **ENGLISH** or **MATH corequisite** courses, follow the sequence of the first course to meet in the week.

NOTE: If you teach a course added or modified after the schedule was designed, and its meeting sequence *is not* reflected below, please contact amanda.soderlund@normandale.edu to determine your final exam/experience day and time.

(The below table reflects courses with meeting sequences scheduled for a single day. If your course has a meeting sequence over multiple days (ie, Mon/Wed or Tues/Thurs), please see the next page)

Semester Meetings	Final Day and Time		Semester Meetings	Final Day and Time
Mon - 8:00 am	Monday, 12/14 - 8:00 am – 11:00 am		Wed – 1:30 pm	Wednesday, 12/16 - 2:00 pm – 5:00 pm
Mon – 8:30 am	Monday, 12/14 - 8:00 am – 11:00 am		Wed – 2:00 pm	Wednesday, 12/16 - 2:00 pm – 5:00 pm
Mon – 10:00 am	Monday, 12/14 - 11:00 am – 2:00 pm		Wed – 4:00 pm	Wednesday, 12/16 - 5:00 pm – 8:00 pm
Mon – 11:00 am	Monday, 12/14 - 11:00 am – 2:00 pm		Wed – 5:30 pm	Wednesday, 12/16 - 6:00 pm – 9:00 pm
Mon – 12:00 pm	Monday, 12/14 - 2:00 pm – 5:00 pm		Wed – 6:00 pm	Wednesday, 12/16 - 6:00 pm – 9:00 pm
Mon – 1:00 pm	Monday, 12/14 - 2:00 pm – 5:00 pm		Thurs – 8:00 am	Thursday, 12/17 - 8:00 am – 11:00 am
Mon – 4:00 pm	Monday, 12/14 - 5:00 pm – 8:00 pm		Thurs – 8:30 am	Thursday, 12/17 - 8:00 am – 11:00 am
Mon – 5:00 pm	Monday, 12/14 - 5:00 pm – 8:00 pm		Thurs – 9:00 am	Thursday, 12/17 - 8:00 am – 11:00 am
Mon – 6:00 pm	Monday, 12/14 - 6:00 pm – 9:00 pm		Thurs – 10:00 am	Thursday, 12/17 - 8:00 am – 11:00 am
Tues – 8:00 am	Tuesday, 12/15 - 8:00 am – 11:00 am		Thurs – 12:00 pm	Thursday, 12/17 - 11:00 am – 2:00 pm
Tues – 8:30 am	Tuesday, 12/15 - 8:00 am – 11:00 am		Thurs – 1:00 pm	Thursday, 12/17 - 2:00 pm – 5:00 pm
Tues – 9:00 am	Tuesday, 12/15 - 8:00 am – 11:00 am		Thurs – 2:00 pm	Thursday, 12/17 - 2:00 pm – 5:00 pm
Tues – 10:00 am	Tuesday, 12/15 - 11:00 am – 2:00 pm		Thurs – 4:00 pm	Thursday, 12/17 - 5:00 pm – 8:00 pm
Tues – 11:00 am	Tuesday, 12/15 - 11:00 am – 2:00 pm		Thurs – 5:00 pm	Thursday, 12/17 - 5:00 pm – 8:00 pm
Tues – 12:00 pm	Tuesday, 12/15 - 2:00 pm – 5:00 pm		Thurs – 6:00 pm	Thursday, 12/17 - 6:00 pm – 9:00 pm
Tues – 12:30 pm	Tuesday, 12/15 - 2:00 pm – 5:00 pm		Fri – 8:00 am	Friday, 12/18 - 8:00 am – 11:00 am
Tues – 1:00 pm	Tuesday, 12/15 - 2:00 pm – 5:00 pm		Fri – 9:00 am	Friday, 12/18 - 8:00 am – 11:00 am
Tues – 2:00 pm	Tuesday, 12/15 - 2:00 pm – 5:00 pm		Fri – 10:00 am	Friday, 12/18 - 11:00 am – 2:00 pm
Tues – 4:00 pm	Tuesday, 12/15 - 5:00 pm – 8:00 pm		Fri – 12:00 pm	Friday, 12/18 - 2:00 pm – 5:00 pm
Tues – 5:00 pm	Tuesday, 12/15 - 5:00 pm – 8:00 pm		Fri – 1:00 pm	Friday, 12/18 - 2:00 pm – 5:00 pm
Tues – 6:00 pm	Tuesday, 12/15 - 6:00 pm – 9:00 pm			
Wed – 8:00 am	Wednesday, 12/16 - 8:00 am – 11:00 am			
Wed – 8:30 am	Wednesday, 12/16 - 11:00 am – 2:00 pm			
Wed – 9:00 am	Wednesday, 12/16 - 11:00 am – 2:00 pm			
Wed – 10:00 am	Wednesday, 12/16 - 8:00 am – 11:00 am			
Wed – 11:00 am	Wednesday, 12/16 - 11:00 am – 2:00 pm			
Wed – 11:30 am	Wednesday, 12/16 - 11:00 am – 2:00 pm			
Wed – 12:00 pm	Wednesday, 12/16 - 11:00 am – 2:00 pm			

Semester Meetings	Final Day and Time
Mon/Wed – 8:00 am	Monday, 12/14 - 8:00 am – 11:00 am
Mon/Wed – 8:30 am	Monday, 12/14 - 8:00 am – 11:00 am
Mon/Wed – 10:00 am	Monday, 12/14 - 11:00 am – 2:00 pm
Mon/Wed – 11:00 am	Monday, 12/14 - 11:00 am – 2:00 pm
Mon/Wed – 12:00 pm	Monday, 12/14 - 2:00 pm – 5:00 pm
Mon/Wed – 1:00 pm	Wednesday, 12/16 - 2:00 pm – 5:00 pm
Mon/Wed – 2:00 pm	Wednesday, 12/16 - 2:00 pm – 5:00 pm
Mon/Wed – 4:00 pm	Wednesday, 12/16 - 5:00 pm – 8:00 pm
Mon/Wed – 5:30 pm	Wednesday, 12/16 - 6:00 pm – 9:00 pm
Mon/Wed – 6:00 pm	Monday, 12/14 - 6:00 pm – 9:00 pm
Mon/Fri – 10:00 am	Friday, 12/18 - 11:00 am – 2:00 pm
Mon/Fri – 12:00 pm	Friday, 12/18 - 2:00 pm – 5:00 pm
M/W/F – 8:00 am	Monday, 12/14 - 8:00 am – 11:00 am
M/W/F – 9:00 am	Monday, 12/14 - 8:00 am – 11:00 am
M/W/F – 10:00 am	Friday, 12/18 - 11:00 am – 2:00 pm
M/W/F – 11:00 am	Friday, 12/18 - 2:00 pm – 5:00 pm
M/W/F – 12:00 pm	Wednesday, 12/16 - 11:00 am – 2:00 pm
M/T/W/H – 8:00 am	Thursday, 12/17 - 8:00 am – 11:00 am
M/T/W/H – 9:00 am	Thursday, 12/17 - 8:00 am – 11:00 am
M/T/W/H – 10:00 am	Monday, 12/14 - 11:00 am – 2:00 pm
M/T/W/H – 11:00 am	Monday, 12/14 - 11:00 am – 2:00 pm
M/T/W/H – 12:00 pm	Wednesday, 12/16 - 11:00 am – 2:00 pm

Semester Meetings	Final Day and Time
Tues/Thurs – 8:00 am	Tuesday, 12/15 - 8:00 am – 11:00 am
Tues/Thurs – 9:00 am	Tuesday, 12/15 - 8:00 am – 11:00 am
Tues/Thurs – 10:00 am	Tuesday, 12/15 - 11:00 am – 2:00 pm
Tues/Thurs – 11:00 am	Tuesday, 12/15 - 11:00 am – 2:00 pm
Tues/Thurs – 12:00 pm	Thursday, 12/17 - 11:00 am – 2:00 pm
Tues/Thurs – 1:00 pm	Tuesday, 12/15 - 2:00 pm – 5:00 pm
Tues/Thurs – 2:00 pm	Thursday, 12/17 - 2:00 pm – 5:00 pm
Tues/Thurs – 3:00 pm	Tuesday, 12/15 - 5:00 pm – 8:00 pm
Tues/Thurs – 4:00 pm	Thursday, 12/17 - 5:00 pm – 8:00 pm
Tues/Thurs – 5:00 pm	Thursday, 12/17 - 5:00 pm – 8:00 pm
Tues/Thurs – 6:00 pm	Tuesday, 12/15 - 6:00 pm – 9:00 pm
Tues/Thurs – 6:30 pm	Tuesday, 12/15 - 6:00 pm – 9:00 pm
Wed/Fri – 8:00 am	Friday, 12/18 - 8:00 am – 11:00 am
Wed/Fri – 10:00 am	Friday, 12/18 - 11:00 am – 2:00 pm
Wed/Fri – 12:00 pm	Friday, 12/18 - 2:00 pm – 5:00 pm
Wed/Fri – 2:00 pm	Friday, 12/18 - 2:00 pm – 5:00 pm