

## FALL 2019 FINAL EXAMINATION SCHEDULES

All **graduating** students are scheduled to complete final exams during the period December 4-5, 2019. **All grades for graduating students are due in Banner by 5:00 p.m. on Friday, December 6, 2019. All Official Grade Change Request Forms for Incomplete grades for graduating students are due in the Registrar's Office no later than 5:00 p.m. Tuesday, October 15, 2019.** Non-graduating students are scheduled to complete final exams between December 4 -11, 2019. **Grades for non-graduating students are due in Banner by 5:00 p.m. Friday, December 13, 2019. All Official Grade Change Forms for Incomplete Grades for non-graduating students are due in the Registrar's Office no later than 5:00 p.m. December 13, 2019. NOTE: See REGULATIONS and Vance-Granville Community College schedule on the reverse side.**

**Final examinations will be held according to the following schedule:**

Date of Examination	Examination Time	Regularly Scheduled Classes
Wednesday, December 4, 2019	8:00 a.m. – 10:30 a.m.	Alternate examination times (to be used at the discretion of the instructor)
	11:00 am. – 1:30 p.m.	Alternate examination times (to be used at the discretion of the instructor)
	2:00 p.m. – 4:30 p.m.	2:25 p.m. TR; 4:00 p.m. R only classes
	5:00 p.m. – 7:30 p.m.	All classes meeting 5:00 p.m. and after R only classes; 7:30 p.m. TR classes; 8:45 p.m. TR classes
Thursday, December 5, 2019	8:00 a.m. – 10:30 a.m.	8:00 a.m. MWF & MW classes
	11:00 am. – 1:30 p.m.	11:00 a.m. MWF & MW classes; 1:00 p.m. MWF & MW classes
	2:00 p.m. – 4:30 p.m.	10:00 a.m. MWF, MW, MTWR classes; 4:00 p.m. MWF, MW, MTWR classes; 6:00 MW classes; 6:00 p.m. MTWR classes
	5:00 p.m. – 7:30 p.m.	All classes meeting on or after 5:00 p.m. W only; 5:00 p.m. MWF, MW, MTWR classes
	8:00 p.m. – 10:30 p.m.	7:30 p.m. – 8:45 p.m. MW classes; 8:45 p.m. MW classes; 8:45 p.m. MTWR classes; 9:00 p.m. MW classes
Friday, December 6, 2019	8:00 a.m. – 10:30 a.m.	8:00 a.m. TR classes; 11:35 TR classes; 8:00 a.m. MTWR classes; 11:35 a.m. MTWR classes
	11:00 am. – 1:30 p.m.	9:25 a.m. TR & MTWR classes
	2:00 p.m. – 4:30 p.m.	1:00 p.m. TR classes; 1:00 p.m. MTWR classes; 3:50 p.m. TR classes; 4:00 p.m. T only classes; 4:00 p.m. TR classes
	5:00 p.m. – 7:30 p.m.	5:00 p.m. and after only; 6:00 p.m. TR classes
	8:00 p.m. – 10:30 p.m.	7:30 pm. – 8:45 p.m. TR classes; 9:00 p.m. – 10:30 p.m. TR classes
Monday, December 9, 2019	8:00 a.m. – 10:30 a.m.	Make-up examinations
	11:00 a.m. – 1:30 p.m.	12:00 p.m. MWF & MW classes
	2:00 p.m. – 4:30 p.m.	3:00 pm. MWF & MW classes
	5:00 p.m. – 7:30 p.m.	2:00 pm. MWF & MW classes
Tuesday, December 10, 2019	8:00 a.m. – 10:30 a.m.	Make-up examinations
	11:00 am. – 1:30 p.m.	9:00 a.m. MWF classes; 9:00 a.m. MW classes
	5:00 p.m. – 7:30 p.m.	4:00 p.m. M only classes; all classes meeting at 5:00 pm. or after M only; 7:30 p.m. MW & MWF classes; 7:30 p.m. MTWR classes
Wednesday, December 11, 2019	8:00 a.m. – 10:30 a.m. 11:00 am. – 1:30 p.m. 2:00 p.m. – 4:30 p.m.	Make-up final examination periods
<b>Criminal Justice Program at Wake Technical Community College</b>		
<b>Reading Day – Session I &amp; II VI &amp; VII</b> Friday, October 4, 2019 Tuesday, December 10, 2019	<b>Final Examinations - Reading Day – Session I &amp; II VI &amp; VII</b> Thursday – Saturday October 10-12, 2019 Thursday – Saturday December 12-14, 2019	Examinations will be taken during regular class hours.

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Eagle Voyage Program at Vance-Granville Community College

<b>Reading Day – Session I</b> Wednesday, October 9, 2019	<b>Final Examinations - Session I</b> Thursday, October 10, 2019	Examinations will be taken during regular class hours.
<b>Reading Day – Session II</b> Tuesday, Reading Day	<b>Final Examinations – Session II</b> Wednesday – Wednesday December 4 -11, 2019	Examinations will be taken during regular class hours.

**REGULATIONS**

1. Please note that examinations are scheduled **two hours and 30 minutes** in length with 30 minutes between examinations. Students taking general education curriculum (GEC) courses in the evening (after 5:00 pm) will follow examination schedules for evening courses.
2. In the case of students having conflicts in examinations of courses from different schools or colleges, the examination for the course in the school or college in which the student has residence (in terms of major) has precedence over the other examination. For example, a student in the College of Arts and Sciences who has an English examination and an Accounting examination scheduled at the same time would take the English examination as scheduled and would make arrangements with the Accounting instructor to take that examination at another time.
3. No examinations may be given before Wednesday, December 4, 2019. Examinations will be held only between the hours indicated. Exceptions must be approved by the Dean of the school or college involved before those respective dates. **Faculty members are not to make changes in the examination schedule.**
4. No student shall be required to take more than three (3) examinations in any one day. In those cases where students have more than three (3) examinations scheduled in one day, they should report to their dean to receive permission for the necessary rescheduling. It is then the student's responsibility to take the permission notice to the instructor and arrange another time to take the examination. All rescheduling should be completed before the start of the Examination Period, Wednesday, December 4, 2019.
5. Make-up examination dates are to be used if student or faculty members have an examination conflict that is beyond their control. While there are structured times for make-up examinations, the instructor of record may make other arrangements in consultation with the student.
6. Alternate examination times are to be used at the discretion of the instructor.
7. Incomplete grades **for non-graduating students are due in the Registrar's Office for processing no later than 5:00 p.m. Friday, December 13, 2019.**
8. Consult the School of Law for the final examination schedules for law courses.
9. Grades are due **48 hours after each examination** is given. However, all grades must be in Banner **by 5:00 p.m. on Friday, December 13, 2019.**
10. **The last day of classes for all students and final exams are in fact the same day. The instructional time includes the required examination periods.**

Questions regarding this schedule may be directed to Dr. Jerome Goodwin at [jgoodwin@ncu.edu](mailto:jgoodwin@ncu.edu), or (919) 530-6739.

Office of the University Registrar  
August 23, 2019