**NORTHERN ESSEX COMMUNITY COLLEGE**
**ACADEMIC AFFAIRS OFFICE**
**TELEPHONE (978) 556-3329**

# FALL 2020 - FINAL EXAMINATION INFORMATION

TO: Faculty Who Teach Credit Courses

FROM: Bill Heineman, Vice President of Academic Affairs & Student Affairs

DATE: August 5, 2020

The Fall 2020 Final Examination (FE) or Final Class Meeting (FCM) Schedule Form is provided below. Please use this form to indicate the days, dates and times of the FE/FCM for each credit course you are instructing. It is college policy and practice for all credit courses to have a final class on the date and at the time listed on the Final Examination Schedule, which was previously distributed. The FE/FCM can also be accessed on the NECC website: www.necc.mass.edu. Please be sure to inform your students about their FE/FCM date/time and use the form provided below to post your FE/FCM information outside of your office. Your Divisional Dean must also receive a copy of your FE/FCM schedule. It is expected that the FE/FCM will be held as you have indicated on the schedule. In rare circumstances, if a change is needed, please request approval from your Divisional Dean who will coordinate the change with the Registrar's Office.

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*Cut and post outside your office*

**Fall 2020 - FINAL EXAMINATION OR FINAL CLASS MEETING SCHEDULE**

Instructor: Office #: Office Phone #:

| Course No. | Course Title | Day | Date | Time | Room |
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*Cut and give to your divisional dean.*

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