



Fall 2025 Final Exam Schedule: Make-up & Conflicts

These final exam times will *always* conflict with one another:

- If you are teaching **both a Monday-only & Wednesday-only** class (includes hybrids that meet once/week)
- If you are teaching **both a Tuesday-only & Thursday-only** class (includes hybrids that meet once/week)

There are a few solutions:

Option 1. Select one of the alternative times below that is best for you and your class & be sure to **notify your Dean about the time switch.** The exam will take place in the originally scheduled room.

Times for Make-up & Conflicts (these alternate each semester)

- Mon, Dec 8th 1:00 - 3:00pm
- Tues, Dec 9th 1:00 - 3:00pm
- Wed, Dec 10th 3:30 - 5:30pm
- Thurs, Dec 11th 3:30 - 5:30pm

Option 2. Check the posted schedule of a nearby classroom of adequate size and, if there is no conflict with your proposed time, **ask your Dean if you can switch your final** to that room & with your proposed day/time. If there is no posted schedule on the door:

- Contact your area's **Division Assistant** to search for an available room in Facilitron for a new day/time.
- Contact **Michelle Manrubia**, our Events and Campus Operations Analyst, who can search and book a room on campus based on your class needs.

Contact her at:

Office 408-848-4982

Mobile 669-340-0494

mmanrubia@gavilan.edu

Option 3. In the event that you cannot determine a make-up time or location, you may have a colleague proctor your exam at the originally scheduled time with **your Dean's approval.**