

Policy on Number of Final Exams in One Day

Policy Statement

Auburn University students are provided the conditional right to take no more than two (2) final exams in a single calendar day if the student provides the designated timely notice to the affected faculty members.

Procedures

- The designated deadline for student requests to reschedule final exams with affected faculty members, under this policy, is the Mid-Semester Day (mid-term in the summer).
- Students with three or more final exams scheduled on one calendar day should contact instructors on or before the designated deadline to request rescheduling so that no more than two final exams fall on any calendar day.
- Any Auburn student unable to get any instructor(s) to voluntarily move the exam(s) will present this situation to the Associate Dean of the student's major college and, after verification, that Associate Dean will contact the faculty member(s) scheduled for the middle exam period(s) of the student's scheduled finals to arrange to reschedule the exam(s).
- Each student must contact the appropriate Associate Dean within one week following the mid-semester date, either to report the rescheduled exam(s) or to ask for assistance in rescheduling.

ADOPTED: September 21, 2010