

Recommendations concerning final exams from the Academic Affairs Committee

1) Set a formal policy that a student who has 3 or more finals in 1 day may reschedule 1.

Auburn University has a long-standing practice of allowing students with 3 or more finals on 1 day to reschedule so that the student takes no more than 2 finals in any 1 day.

However, for this to be official policy, it needs Senate approval. If approved, the policy would be included in the preface to the final exam schedule every term and the Tiger Cub would be requested to include it in the section on final exams.

2) Establish a priority system for moving finals if a student has 3 or more finals in one day.

a) Allow the student to negotiate with faculty members for who will move the final. If a faculty member agrees, then that final will be rescheduled.

b) If no faculty member willingly agrees to move the final, the student should go to the student's academic dean. The Senate is asked to recommend a priority system in such cases. The following system is one such suggestion.

The priority to keep the time slot would go to: a) class with most credit hours, b) if same credit hours, the class at the lowest level (e.g. 2000 level preferred to 4000 level), c) if equal in credit hours and levels, the class with the most enrollment, and d) if all else equal, the final that is scheduled earliest in the day has priority.

3) Require a form and a deadline for rescheduled finals.

We do not have a deadline for student requests to move finals. We have had students going to associate deans and faculty the a few days before the exam to ask to reschedule it.

Recommend that we use a consistent form that is downloadable in Tigeri by students and that we establish a deadline at day 55 in the term. Requests that come in after that time may be honored by the faculty member if the faculty member so chooses, but no one is obligated to move a final for students who miss the deadline.

4) Clarify the Handbook language regarding exams on dead day. The language in the Handbook on giving examinations on dead day or in the last few days of classes states that faculty members are "strongly encouraged to refrain." This has caused confusion, especially since in the preface to the final exam schedule, giving a final on the last day of class is clearly stated as an option for 1-hour or 2-hour classes.

Recommendation: Recommend that the language be changed to say, "Faculty members are strongly encouraged to refrain from giving regular semester exams in the last few days of classes or on reading days. Faculty members with undergraduate courses of 3 or

more credit hours should not give a final exam during this time period, but instead should give the final exam during the regularly scheduled exam time. Final examinations in laboratory courses will be administered during the last laboratory period. Final examinations in other subjects carrying fewer than three hours credit may be administered on the last lecture day or at the time designated in the examination schedule. Faculty members should not give any examinations on a reading day, unless it is a rescheduled exam that cannot be given at any other time and both the student and the faculty member agree to reschedule the exam on a reading day.”

5) Clarify and amend the policy on not giving a final in an undergraduate class.

Currently, not to have a final in an undergraduate class requires permission of the department head, who reports this situation to the associate dean who reports to the Provost. Associate deans need this information because of exam conflict issues that arise.

Recommendations:

- Remove the Provost's Office from the notification.
- Clarify that each time the course is taught, notification needs to be given up through the associate dean's office if no final exam is given.
- Clarify that faculty teaching 5000/6000 piggyback courses do not need permission from the department chair not to give a final to the students in the 5000-level section. These are the old "600" level courses that did not require department head permission according to the Handbook. In these cases, require notification to the department head/chair who reports this situation to the associate dean.

From the current preface to the final exam schedule:

Final examinations in laboratory courses will be administered during the last laboratory period. Final examinations in other subjects carrying fewer than three hours credit may be administered on the last lecture day or at the time designated in the examination schedule. In the event of a conflict, courses carrying three or more credits take precedence for the exam time.

From UCC Syllabus Guidelines:

Identify approximate exam days/weeks, including the final exam. Explain how the final exam period will be used if another final activity, such as presentations or reports, will make use of the time. For example, in studio courses, final projects can be presented in the final exam time and in lieu of a written examination. Follow the University policy stated in the Tiger Cub for final exams:

Final exams should be administered during the hours specified in the semester examination schedule. Due to the specialized nature of many small upper-level undergraduate courses and graduate courses, deviation from this supplement is sometimes warranted. Such deviations are to be approved by the Office of the Provost and rescheduled examinations must not interfere with the scheduled academic activities of the students involved. The professor teaching a 6000-level course or higher shall determine whether a formal final examination is appropriate.

From the Handbook

A faculty member is encouraged to refrain from giving announced tests on the last three days prior to the first day of final examinations, since it is generally recognized that tests given during this period may interfere with student preparation for final examinations.

A final examination is a desirable means of evaluation in most undergraduate courses. In unusual circumstances, performance tests, term papers, research projects or other forms of evaluation appropriate to the objectives of the course may be substituted for final examination with approval of the department head, who will report his or her action to the dean and Provost. A faculty member not giving a final examination is to present to the class at the beginning of the semester a written description of the method by which final grades will be determined.

Final examinations will be administered during the hours specified in the semesterly examination schedule. Due to the specialized nature of many small upper-level undergraduate courses and graduate courses, deviations from this requirement are sometimes warranted. Such deviations are to be approved by the Provost, and rescheduled examinations must not interfere with scheduled academic activities of the students involved. The professor teaching a 600-level course shall determine whether a formal final examination is appropriate.