Final Exams

Questions and Policies

Background

- Every semester there are questions from faculty & students about final exams.

- Questions generally cover the same issues.

Items to Address

- Students with more than 2 final exams on the same day
  - policy issue
- Faculty scheduling exams late in term
  - needs clarification
- Final exam requirements in undergraduate classes
  - clarify & modify existing policy

More than 2 Finals on One Day

- Long-standing Auburn practice that students do not have to take more than 2 final exams on the same calendar day.

- A Senate vote is needed for this practice to become official policy.

Is this Practice Published?

- Currently, the practice is published on the AU Parents' Association page:

  - http://www.auburn.edu/academic/provost/undergrad_studies/AUPA/frequently.html

Advantage of Making the Practice Official Policy

- Could be published in the Tiger Cub and posted on the exam schedule.

- Students and faculty could be made aware of the policy.

- Deadlines could be established.

Deadline

- A deadline for establishing requests to move finals could be established by the Calendar Committee (e.g. 65th class day or whatever is deemed suitable).

- A form could be provided in Tigeri.

- We would reduce late-in-term requests.

Rescheduling Finals

- Currently if a student has three or more finals on one day, he or she approaches faculty to see who would be willing to move one.

- If no instructor agrees, the student is referred to his or her Academic Dean who will work with the instructors to have one exam rescheduled.

Current Informal Priority System

- Priority to keep the original time slot (e.g. not to move) goes to:
  - Class with most credit hours
  - If equal, class with lowest level (e.g. 1000 level preferred to 3000 level)
  - If credit hours and class level equal, class with most students
  - If all else equal, classes earlier in the day retain priority and the evening final is rescheduled

Establishing a Policy

- Any system of priorities that covers all cases should be acceptable as long as it is known by faculty and associate deans.

- The Senate could establish a priority system.

- Students would still be able to negotiate directly; policy covers situations where no one willingly reschedules.

Scheduling Exams late in Term

- Language in Handbook appears to conflict with language in preface to the final exam schedule (see handout)

- There is no actual conflict; there is a need for clarification.

Clarification Needed

- Ordinary semester exams should not be given on the last few days (including reading days) before finals.

- Final exams are okay on the last class day for courses with fewer than 3 credit hours.

- Rescheduled exams are also okay on these days under some circumstances.

Possible New Language

- A minor Handbook revision could clarify the policy. (See handout.)

- Clarification would provide faculty with clear guidance on exams during the last class days and reading days.

Requirement to Give Finals

- Language in Handbook requires faculty to give exams in undergraduate classes unless there is permission from the department head/chair to exempt.

- Reporting line: From department to associate dean to Provost.

Reporting

- Because the associate deans handle final exam conflicts, they need to be informed **every semester** of which classes do not have finals. (Policy clarification)

- Policy Question: Should language about notifying the Provost's Office be removed?

Outdated Handbook Language

- Handbook exempts 600-level classes from needing departmental permission to exempt the final.

- Auburn has not had 600-level classes since the semester conversion.

- Many old 600-level classes are now 5000/6000 piggybacks.

Policy Clarification Required

- Question: Should approval to exempt class from a final rest with the instructor or department head for these piggyback classes?

- If no approval is needed for the 6000-level class, is it also reasonable to allow the faculty member autonomy in determining whether a final is appropriate at the 5000-level?