

AUBURN UNIVERSITY
Office of the Registrar
100 Martin Hall
FINAL EXAMINATION SCHEDULE

2012 Spring Semester

(Last Class Day: April 25, 2012)

**FACULTY ARE NOT TO MAKE CHANGES IN THE FINAL EXAMINATION SCHEDULE
EXCEPT AS PROVIDED IN THE STATEMENTS BELOW OR AS APPROVED BY THE
PROVOST.**

- I. 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.

- II. Final examinations for courses carrying three or more credits but meeting fewer than three lecture days shall be administered at the time designated in the examination schedule except when conflicts of examinations with other courses occur at the same hour. When certain examinations within a department are scheduled at the same hour and a significant number of students would have conflicts, the department concerned should arrange for the examination to be administered during one of the Special Examination Periods listed in the schedule. Departments scheduling special exams that create a conflict for students with a regularly scheduled class exam are responsible to provide a make-up exam during another special exam period or the make-up exam period on Friday.

- III. Graduate-Level Courses: The professor teaching a Graduate-level course shall determine whether a formal final examination is appropriate. If one is to be given, it shall be scheduled at a time during the final examination period which does not conflict with scheduled examinations for other courses in which students in that course are enrolled. Generally, it is expected that the exam will be given at the time exams are scheduled for other classes meeting at the same hour.

<u>Date</u>	<u>Class Hour</u>	<u>Exam Time</u>
<u>Monday, April 30</u>	8:00 a.m.- MWF	8:00 a.m.-10:30 a.m.
	1:00 p.m.- MWF	12 noon- 2:30 p.m.
	3:00 p.m.- MWF	4:00 p.m.- 6:30 p.m.
	*Special Exam Period	7:00 p.m.- 9:30 p.m.
<u>Tuesday, May 1</u>	9:30 a.m.- TR	8:00 a.m.-10:30 a.m.
	12:30 p.m.- TR	12 noon -2:30 p.m.
	4:00 p.m.- MWF	4:00 p.m.-6:30 p.m.
	7:00 a.m.-TR	4:00 p.m.- 6:30 p.m.
	FLSP 1010 and 1020 Examinations	7:00 p.m.-9:30 p.m.
FLSP 2010 and 2020 Examinations	7:00 p.m.-9:30 p.m.	
*Special Exam Period	7:00 p.m.-9:30 p.m.	

<u>Wednesday, May 2</u>	8:00 a.m. - TR	8:00 a.m. - 10:30 a.m.
	12:00 noon- MWF	12 noon - 2:30 p.m.
	2:00 p.m. - MWF	4:00 p.m. - 6:30 p.m.
	5:00 p.m. - TR	7:00 p.m. - 9:30 p.m.
	6:00 p.m. - MWF	7:00 p.m. - 9:30 p.m.
<u>Thursday, May 3</u>	10:00 a.m. – MWF	8:00 a.m. - 10:30 a.m.
	11:00 a.m. - TR	12 noon - 2:30 p.m.
	3:30 p.m. - TR	4:00 p.m. - 6:30 p.m.
	7:00 a.m. - MWF	4:00 p.m. - 6:30 p.m.
	5:00 p.m. - MWF	7:00 p.m. - 9:30 p.m.
	7:00 p.m. - MWF	7:00 p.m. - 9:30 p.m.
<u>Friday, May 4</u>	9:00 a.m. - MWF	8:00 a.m. - 10:30 a.m.
	11:00 a.m. - MWF	12 noon - 2:30 p.m.
	2:00 p.m. - TR	4:00 p.m. - 6:30 p.m.
	6:30 p.m. - TR	7:00 p.m. - 9:30 p.m.

INFORMATION FOR TEACHING FACULTY

As we are now mailing diplomas, graduating senior grades are now due when all grades are due. **ALL FINAL GRADES FOR ALL STUDENTS MUST BE REPORTED TO THE REGISTRAR'S OFFICE NO LATER THAN 9:30 p.m. MONDAY, May 7, 2012.** Grades of "OK", "Passing", or number grades are not acceptable.

Web grading will be available beginning Wednesday, April 25, 2012 at 8:00 A.M.

All grades are due by 9:30 P.M. on Monday, May 7, 2012.

GRADING SYSTEM

I. Final Grades

1. Passing Grades – "A", "B", "C", and "D" are passing grades in credit courses for undergraduate students. "D" is not a passing grade for graduate students. A grade of "S" (Satisfactory) may be assigned to courses approved for this mode of grading and to students who scheduled a course under the "S-U" option.
2. Failing Grades – "F" (Failure) and "FA" (Failure due to excessive absences) are failing grades in credit courses for undergraduate students. "F", "FA", and "D" are failing grades in credit courses for graduate students. A grade of "U" (Unsatisfactory) may be assigned to courses approved for this mode of grading or to students who scheduled a course under the "S-U" option.
3. Thesis and Dissertation Grade – For Research and Thesis courses (7990) and Research and Dissertation (8990), a "TD" grade is automatically assigned by the Registrar's Office. "TD" is defined as "Thesis and Dissertation Research Credit".
4. "W" and "WF" grades are assigned by BANNER. They CANNOT be assigned by instructors.

II. Deferred Grades

Faculty Policy on Assigning Grades of Incomplete (excludes Distance Education Courses):

1. Student (or appropriate representative) must contact the faculty member in writing prior to the official final exam date for the course to request a grade of Incomplete due to documented reason (illness/ death in family/ etc).
2. If a student does not request in IN, the faculty member should grade the student based upon the percentage of course work completed to date and using a 0 for any exams/ assignments not completed.

3. To be eligible for a grade of IN, the student must have completed (and have passed) more than half of all class assignments for the semester.
4. The faculty member must fill out the Incomplete Grade - Memorandum of Understanding form, indicating:
 - reason for the IN
 - percent of course work currently completed at the time of submission and the grade average on that work,
 - detailed information about the additional work needed to complete the course, and
 - time-line to complete the work (6 month maximum; preferably sooner).
5. Grades of Incomplete automatically become an F, if not cleared within 6 months.
6. If the faculty member assigning a grade of IN leaves Auburn University, the Department Head should make a reasonable attempt to contact the former faculty member and then assign a grade based upon the work presented by the student and the information provided on the Incomplete Grade - Memorandum of Understanding form.
7. Once an IN has been changed to an F it may not be changed to another grade in the future.
8. A grade of IN is calculated as an F (for undergraduate students) until it is cleared.
9. Documentation of class work must be maintained by the student; the Incomplete Grade-Memorandum of Understanding form must be maintained by the student, faculty and the Office of the Registrar.
10. It is the responsibility of the faculty member to send a copy of the Incomplete Grade-Memorandum of Understanding form to the Office of the Registrar.
11. When the student has completed the outstanding work, it is the responsibility of the faculty member to initiate the change of grade form and send it to the appropriate department/dean's office for additional signatures and transmittal to the Office of the Registrar.
12. Courses for which no grades are submitted are counted as "Fs" for all students in grade point average calculations. **THIS CAN RESULT IN LOSS OF FINANCIAL ASSISTANCE AND IN ACADEMIC ACTION (INCLUDING DISMISSAL) AGAINST THE STUDENT.**

III. Grade Changes

1. Final grades already reported to the Registrar's Office may be changed only by written request of the instructor with approval of the instructor's department head and dean.
2. Deferred grades ("IN" and "NR") may be cleared on the "Change of Incomplete Grade Form" that the student obtains from the student's Dean's Office and presents to the instructor. Deferred grades must be cleared within 6 months. Students who are placed on academic suspension must clear deferred grades and remove their suspension status by the 15th class day of the regular next term or the 5th class day (for all sessions) for Summer, or they will be resigned from the University.

NOTE: FINAL GRADES SUBMITTED AFTER 9:30 P.M., MONDAY, May 7, 2011, WILL NOT BE PROCESSED IN TIME FOR GRADE POSTING. Grades submitted late can or will:

1. Block a graduating student from graduating.
2. Result in academic action being taken against a student, including First Warning, Academic Warning, Academic Suspension, or Academic Expulsion.
3. Cause loss of financial aid and/or loss of financial aid deferments.
4. Cause the printing of academic transcripts with incorrect information.
5. Generate multiple telephone calls from students and parents inquiring about missing grades.