

**AUBURN UNIVERSITY**  
**Office of the**  
**Registrar**  
**Langdon Hall**

**FINAL EXAMINATION SCHEDULE**

2018 Spring Semester

(Last Class Day: April 27, 2018)

**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. If additional assistance is needed, please contact the University Scheduler.
- 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.

**INFORMATION FOR TEACHING FACULTY**

**Web grading will be available beginning Friday, April 27, 2018 at 8:00 A.M. All grades are due by 9:30 P.M. on Monday, May 7, 2018.**

**DUE TO ALL DIPLOMAS BEING MAILED, FINAL GRADES FOR GRADUATING STUDENTS WILL NO LONGER BE REQUIRED TO BE REPORTED BY NOON THE DAY BEFORE GRADUATION. THEIR GRADES ARE REQUIRED TO BE IN BY THE SAME TIME AS ALL STUDENTS – 9:30 P.M. ON MONDAY, May 7, 2018.**

**GRADING SYSTEM**

**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.

## I. 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 an 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. It is the responsibility of the Instructor on Record to assign the IN through the Workflow process. The instructions are available on AU Access under "Faculty Quick Links".
6. Documentation of class work must be maintained by the student; the Incomplete Grade- Memorandum of Understanding form must be maintained by the student and the faculty.
7. When the IN is assigned via Workflow, the instructor specifies what grade will be assigned if the remainder of the work is not finished within 6 months. Usually, this is an F, but if enough work has already been completed, another grade can be specified. Grades of Incomplete automatically roll to the specified grade if not cleared within 6 months.
8. When the student has completed the outstanding work, it is the responsibility of the faculty member to initiate the change of grade via Workflow.
9. Once an IN has been changed to the specified grade, it may be changed in the future through a Workflow Grade Change if necessary.
10. 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. In this case, a paper grade change form will have to be used. Contact the Registrar's Office for a copy of this form, since it is only used now in extenuating circumstances.

## II. Grade Changes

1. Final grades already reported to the Registrar's Office may be changed only via a Workflow Grade Change.
2. Deferred grades ("IN", "IP", and "NR") may be cleared the same way: via a Workflow Grade Change.

**NOTE: FINAL GRADES SUBMITTED AFTER 9:30 P.M., MONDAY, May 7, 2018 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.

## Spring Exam Times

| <u>Dates</u>  | <u>Class Hour</u>   | <u>Exam Times</u>  |
|---|---|--|
| <u>Monday, April 30</u>   | 8:00 a.m.- TR<br>12:00 noon- MWF<br>2:00 p.m.- MWF<br>5:00 p.m.-TR<br>6:00 p.m.- MWF                      | 8:00 a.m. – 10:30 a.m.<br>12 noon – 2:30 p.m.<br>4:00 p.m.- 6:30 p.m.<br>7:00 p.m.- 6:30 p.m.<br>7:00 p.m.- 6:30 p.m.<br><b>7:00 p.m.- 9:30 p.m.</b><br><b>7:00 p.m.- 9:30 p.m.</b>  |
| <b>*Special Exam Period</b><br><b>PHYS 1500, 1510, 1600and 1600</b><br><b>Exams</b>               |   |  |
| <u>Tuesday, May 1</u>   | 10:00 a.m. – MWF<br>11:00 a.m.- TR<br>3:30 p.m.- TR<br>7:00 a.m.- MWF<br>5:00 p.m.- MWF<br>7:00 p.m.- MWF | 8:00 a.m. – 10:30 a.m.<br>12 noon – 2:30 p.m.<br>4:00 p.m.- 6:30 p.m.<br>4:00 p.m.- 6:30 p.m.<br>7:00 p.m.- 6:30 p.m.<br>7:00 p.m.- 6:30 p.m.<br><b>7:00 p.m.- 9:30 p.m.</b><br><b>7:00 p.m.- 9:30 p.m.</b><br><b>7:00 p.m.- 9:30 p.m.</b> |
| <b>*Special Exam Period</b><br><b>FLSP 1010 and 1020 Exams</b><br><b>FLSP 2010 and 2020 Exams</b> |   |  |
| <u>Wednesday, May 2</u>   | 9:00 a.m. – MWF<br>11:00 a.m. – MWF<br>2:00 p.m.- TR<br>6:30 p.m.- TR                                     | 8:00 a.m. – 10:30 a.m.<br>12 noon – 2:30 p.m.<br>4:00 p.m.- 6:30 p.m.<br>7:00 p.m.- 9:30 p.m.<br><b>7:00 p.m.- 9:30 p.m.</b><br><b>7:00 p.m.- 9:30 p.m.</b>  |
| <b>BIOL 1020 Exams</b><br><b>STAT 2510 Exams</b>  |   |  |
| <u>Thursday, May 3</u>  | 8:00 a.m.- MWF<br>1:00 p.m.- MWF<br>3:00 p.m.- MWF  | 8:00 a.m.- 10:30 a.m.<br>12 noon- 2:30 p.m.<br>4:00 p.m.- 6:30 p.m.<br><b>7:00 p.m.- 9:30 p.m.</b><br><b>7:00 p.m.- 9:30 p.m.</b>  |
| <b>MATH 1610, 1620, 1680 Exams</b><br><b>MATH 1000, 1120, 1130, 1150 Exams</b>                    |   |  |
| <u>Friday, May 4</u>  | 9:30 a.m.- TR<br>12:30 p.m.- TR<br>4:00 p.m.- MWF<br>7:00 a.m.- TR  | 8:00 a.m. – 10:30 a.m.<br>12 noon – 2:30 p.m.<br>4:00 p.m. – 6:30 p.m.<br>4:00 p.m. – 6:30 p.m.<br><b>7:00 p.m.- 9:30 p.m.</b><br><b>7:00 p.m. - 9:30 p.m.</b>   |
| <b>CHEM 1030 and AU Global Exams</b><br><b>CHEM 1040 and AU Global Exams</b>                      |   |  |