

AUBURN UNIVERSITY
Office of the Registrar
Langdon Hall
FINAL EXAMINATION SCHEDULE

2019 Summer Term- **First Five Week Session**

(Last Class Day: June 19, 2019)

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.
- IV. **NO FULL TERM CLASSES WILL BE HELD ON THURSDAY, JUNE 20 AND FRIDAY, JUNE 21, 2019.**

<u>Date</u>	<u>Class Hour</u>	<u>Exam Time</u>
<u>Friday, June 21</u>	9:45 a.m.- MTWRF 4:15 p.m.- MTWRF 1:15 p.m.- MTWRF Other class time # 2	8:00 a.m.- 10:30 a.m. 12noon- 2:30 p.m. 4:00 p.m.- 6:30 p.m. 7:00 p.m.- 9:30 p.m.
*Special Exam Time		7:00 p.m.- 9:30 p.m.
<u>Saturday, June 22</u>	8:00 a.m.- MTWRF 3:00 p.m.- MTWRF 11:30 a.m.- MTWRF Other class time # 1	8:00 a.m. – 10:30 a.m. 12 noon – 2:30 p.m. 4:00 p.m.-6:30 p.m. 7:00 p.m.- 9:30 p.m.

Note 1- Other class times #1 are defined as courses scheduled between the hours of 3 PM and 12 Midnight and not listed in the exam times above.

Note 2- Other class times #2 are defined as courses scheduled between the hours of 6 AM and 3 PM and not listed in the exam times above

INFORMATION FOR TEACHING FACULTY

Web grading opens: Wednesday, June 19, 2019 at 8:00 A.M.

Grading deadline for first mini-semester: Monday August 5, 2019 by 9:30 p.m.

Note: Final grades submitted after Monday, August 5, 2019 at 9:30 p.m. 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.

Grade Changes

1. Final grades already reported to the Registrar's Office may be changed only by means of a Workflow grade change.
2. Deferred grades ("IN", "IP", and "NR") may only be cleared by means of a Workflow grade change.