



## Multiple Final Examinations Policy

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Effective:	[Leave this date blank.]
Prior Versions:	Date unknown
Responsible Office:	The Office of the Provost, working with Deans, Department Chairs, and faculty.
Review By:	[Date will be assigned by Executive Policy Committee]

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### **I. PURPOSE**

To provide an accommodation for students who may be scheduled to take three or more final examinations on the same day.

### **II. POLICY**

It is the policy of Auburn University at Montgomery to adhere to the published final examination schedule. However, if a student has been scheduled for three or more final examinations in one day, the student should work with the instructors to come up with a reasonable accommodation to reschedule one of the exams. If the instructors are unable to agree on which examination to reschedule, the student must be allowed to reschedule the middle examination. In the case of a student who has four final examinations in a single day, the student must be allowed to reschedule the middle two examinations. The examination must be rescheduled for a different day. Rescheduling will not occur outside of the normal final exam period.

### **III. APPLICABILITY**

All faculty, staff, students, and administrators.

### **IV. PROCEDURES**

The Office of the Provost, working with the Registrar, will post the final exam schedule for each semester.

Department Chairs will review any requests and prior to the change notify the Deans for change of location or time of final exams.

**V. INTERPRETATION**

The Office of the Provost working with the Deans, Department Chairs and the Office of the Registrar will interpret this policy.