

Class Attendance and Examinations

Policy on Class Attendance

Students are expected to attend all their scheduled classes. College work requires regular class attendance as well as careful preparation. Specific policies regarding class attendance are the prerogative of individual faculty members. Faculty shall inform each class in writing at the beginning of the course regarding the effect of absences on the determination of grades.

The student is expected to carry out all assigned work and to take examinations at the class period designated by the instructor. Failure to carry out these assignments or to take examinations at the designated times may result in an appropriate reduction in grade, except as provided in paragraph 4 below.

Instructors shall determine the policy regarding grading which they feel is best for the course. This policy shall be presented to the class, in writing, at the beginning of the term and will govern the actions of the instructor in the course.

Arrangement to make up missed major examinations (e.g., hour exams, midterm exams) due to properly authorized excused absences shall be initiated by the student as soon as possible but no later than one week from the end of the period of the excused absence. Normally, a make-up exam shall occur within one week from the time that the student initiates arrangements for it. Instructors are encouraged to refrain from giving make-up examinations during the last three days prior to the first day of final examinations. The format of make-up exams and opportunities for students to make up work other than major examinations are at the discretion of the instructor whose make-up policies should be stated in writing at the beginning of the term. Instructors are expected to excuse absences for:

1. Illness of the student or serious illness of a member of the student's immediate family. The instructor may request appropriate verification.
2. The death of a member of the student's immediate family. The instructor may request appropriate verification.
3. Trips for members of the student organizations sponsored by an academic unit, trips for university classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor prior to such absences, but in no case more than one week after the absence. Instructors may request formal notification from appropriate university personnel to document the student's participation in such trips.
4. Religious holidays. Students are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays.
5. Subpoena for court appearance.
6. Military Orders
7. Any other reason the instructor deems appropriate.

Additional Class Attendance Stipulations

- If the instructor does not appear within 20 minutes after the designated class hour, it may be assumed the class is canceled.
- It is university policy that all classes will meet as scheduled on the last day before and the first day after holiday periods designated by the university.
- Unresolved problems regarding class attendance or procedures should be referred to the University Student Academic Grievance Committee.

Examinations

Examinations are classified as (1) final examinations at the end of each term; (2) special examinations; and (3) other course examinations as determined by the instructor.

Announced tests in undergraduate courses will be administered at a regularly scheduled meeting of the course. Exceptions to this regulation may arise in specialized courses requiring performance or oral tests, and in multiple-sectioned laboratory classes requiring practical laboratory tests. Faculty having sound reasons for scheduling tests at times other than regularly scheduled meeting times are to obtain approval from the department head prior to the beginning of the term and are to present a written schedule of these changes to the class during the first few days of the term. Rescheduled tests are not to interfere with other scheduled academic endeavors of the students involved, and an appropriate reduction in regularly scheduled class time is to be given to compensate for the rescheduled test period.

Final Examinations

A final examination is a desirable means of evaluation in most undergraduate courses. In unusual circumstances, performance tests, term papers, research projects or other forms of evaluation appropriate to the objectives of the course may be substituted for a final examination with the approval of the department head, who will report such action to the dean. Instructors not giving a final examination are to present to the class at the beginning of the term a written description of the forms of evaluation to be used and the means of determining final grades. The professor teaching a 6000-level course or higher shall determine whether a formal final examination is appropriate.

Final examinations are to be given as scheduled in the term examination schedule. Exceptions to this policy require prior approval by the provost. Rescheduled examinations must not interfere with scheduled academic activities of the students involved.

Auburn University students are provided the conditional right to take no more than two (2) final examinations in a single calendar day if the student provides the designated timely notice to the affected faculty members. The deadline for student requests to reschedule final examinations with affected faculty members, under this policy, is the Mid-Semester Day (mid-term in the summer). Students with three or more final examinations scheduled on one calendar day should contact instructors on or before the designated deadline to request rescheduling so that no more than two final examinations fall on any calendar day. Any Auburn student unable to get any instructor(s) to voluntarily move the examination(s) will present this situation to the associate dean of the student's major college and, after verification, that associate dean will contact the faculty member(s) scheduled for the middle exam period(s) of the student's scheduled finals to arrange to reschedule the exam(s). Each student must contact the appropriate associate dean within one week following the mid-semester date, either to report the rescheduled examination(s) or to ask for assistance in rescheduling.

Student Academic Grievance Policy

The Student Academic Grievance Policy (<https://auburnpub.cfmnetwork.com/B.aspx?BookId=12373&PageId=461564&Search=Student%20Academic%20Grievance>) is designed to resolve academic grievances of students which result from actions of faculty or administrators.