

Scheduling Deadlines

Students approved for testing accommodations may take their exams either in the AAS office or in the classroom, depending on their specific accommodations. All requests to take exams in the AAS office must be [submitted through AIM](#), which also notifies your instructor to provide us with your exam.

Regular Semester Exams/Quizzes:

Requests must be submitted at least **three (3) business days in advance**.

Example: If your exam is on Monday, October 20, your request must be submitted no later than 5:00 PM on Tuesday, October 14.

Final Exams:

Requests must be submitted at least **one (1) week before final exam week begins**. You will receive an email near the end of the semester with the exact deadline.

If you have any questions or concerns, please contact the **AAS Testing Coordinator**.

Revision #5

Created 2025-09-17 15:54:45 UTC by Victoria Shann

Updated 2026-09-25 16:45:17 UTC by Victoria Shann