



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
POLICY NO: 1201**

**POLICY ON FINAL EXAM**

---

Every lecture and seminar course shall include a final evaluative activity appropriate to the course. An instructor shall not shorten the academic term by scheduling this final activity before the week scheduled for final examinations. Such activities may include (but are not limited to): written exams, presentations, portfolio sharing, performances, critiques, oral exams, and review of learning outcomes. Assessment exemptions may be granted for such reasons as uniqueness of course content or method of instruction, or a more appropriate procedure for establishing an evaluation of the students' performance in the course. Exemptions ordinarily will be established at the time the course is proposed by the department for inclusion in the University Catalog. If a separate final evaluation in other courses (activities, laboratories, independent study) is desired, it shall be given during the last week of class. In-class final activities shall be administered only during final exam week and only at the time published by the University.

In-class final activities for one-unit lecture courses shall be arranged by consultation of the instructor and students and approved by the department chair. The required submission date for out-of-class final activities (take-home finals, papers, etc.) must fall no earlier than the day designated for the final examination of the class. For online classes with no set meeting time, final examinations or projects shall be due no earlier than the end of the first day of the published exam period.

Requests by instructors for a change from the university-scheduled date and time of the course in-class final activity must be for compelling reasons and must be made no less than four weeks in advance of finals week. The rescheduled date and time must be confirmed by documented consent of every student registered in the course as obtained by the department chair. Such requests shall be made by the instructor to the department chair and shall require approval from the College Dean.