

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-003-156

Final Exams Policy

Academic Affairs Committee

Date:

Executive Committee
Received and Forwarded

Date: February 3, 2016

Academic Senate

Date: February 17, 2016
First Reading
March 9, 2016
Second Reading

Resources Recommended and Consulted:

Recommended	Consulted
Policy in University Manual	Policy in University Manual
Policies on other campuses	Policies on other campuses
Deans, Associate Deans	Deans, Associate Deans
Department Chairs	Department Chairs
	Faculty

Discussion

The Final Exams Policy in the University Manual is quite brief and is combined with a policy on retention of student work. This is the first of two referrals to separate those policies. The second, on Retention of Student Work, is AA-004-156.

Proposed Policy

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.

Recommendation

The Academic Affairs Committee recommends adoption by the Academic Senate and recommendation to the President to approve the Final Exam Policy as stated above.