

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-010-189

Change in Make-Up Exam Policy on Course Syllabi

Academic Affairs Committee

Date: September 2018

Executive Committee  
Received and Forwarded

Date: September 11, 2019

Academic Senate

Date: October 23, 2019  
First Reading

**Background**

**Your Name:** Sara Garver

**Your Email:** [sagarver@cpp.edu](mailto:sagarver@cpp.edu)

**Title of Referral:** Change in make up exam policy on course syllabi

**Names and Titles of proponents:**

Sara Garver, AD

Ruth Guthrie, AD

S. Terri Gomez, AVP

**Keywords:** syllabus, exam, make up

**Is there a deadline by when this referral needs to be considered by the Academic Senate?:**  
No

**Deadline Date:****Justification for deadline:**

**Background:** Policy 1200 (AS-2685-167-FA) was adopted by the CPP Academic Senate on 2/22/17. This policy gives the guidelines on what information is required or suggested for a course syllabus. Section 1 outlines the minimum information required, and Section 2 includes information that is not required, but is suggested.

Section 3 covers policies related to absences and make-up work, and only states that instructors 'may' consider jury duty, national guard service, illness, athletics, etc. as excused absences and allow students to make up the work, but the instructor is not required to.

It is Section 3 that we would like the senate to review. By not having an agreed upon policy for how these types of absences are handled in terms of makeup work, or make up exams, a student could be hospitalized and miss an exam, for example, and each professor would decide whether or not the student is allowed to a makeup exam.

Could Policy 1200 be updated to give more structure as to what a verifiable, excused absence is and that these types of absences necessitate that the student be allowed to make up the missed work?

Attached is Policy 1200 - University Course Syllabus

**Recommended Resources:**

Department Chairs

Associate Deans

Deans

Faculty

Faculty Affairs Committee

**Attachment 1:**

[https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/451066919/policy\\_1200\\_university\\_course\\_syllabus.pdf](https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/451066919/policy_1200_university_course_syllabus.pdf)

**Discussion**

Existing Policy: Policy 1200 – University Course Syllabus

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA POLICY NO: 1200****UNIVERSITY COURSE SYLLABUS**

1.0 A syllabus should be prepared for each class section an instructor teaches. The syllabus should be distributed to students either on paper or electronically before the second week of the term. At a minimum, a syllabus should contain these items:

- 1.1 The instructor's name, office location, phone number, and e-mail address;
- 1.2 The instructor's Office Hour schedule;
- 1.3 A brief statement of course objectives (this might be limited to saying a course covers chapters one through six of the text);
- 1.4 Title(s) of required and recommended text(s);
- 1.5 Course prerequisites and co-requisites;
- 1.6 A tentative schedule of assignments and exams;
- 1.7 An explanation of the class grading system;
- 1.8 Examination methods (objective, essay, Scantron, other);
- 1.9 A policy statement regarding the make-up of assignments and exams (this could be that there will be no make-ups);
- 1.10 A policy statement concerning attendance, particularly as it affects the grade (this could be that a student is responsible for all material and activities covered in a class period whether the student chooses to attend or not); and
- 1.11 The instructor's information on academic dishonesty as it applies to the class.

Instructors are free to elaborate on or add to this list as they deem appropriate for their class.

2.0 The following policies are not required, but should be considered for inclusion in syllabi.

2.1. Statements about campus Disability Resource Center (DRC) services, the campus address, the telephone number, the URL, and further statements that encourage students who qualify to register with the DRC.

2.2. Information about exam schedules.

2.3. Course-specific Student Learning Outcomes.

2.4. A reference to campus resources that students can access if they are having difficulties.

3.0 When enforcing policies related to absences and make-up work, instructors may take the following considerations into account:

3.1. Federal, State, and Municipal laws can place duties on citizens that may not be avoided. Students may be asked to serve in the National Guard, to perform on juries or grand juries, or to participate in emergency response obligations.

3.2. Many students have family responsibilities.

3.3. Students' may have chronic or unexpected medical problems.

3.4. The university generally encourages co-curricular activities such as the Model United Nations, athletic activities, theatrical and musical performances, etc., in recognition of the educational value of these activities.

4.0 The California State Education Code, as law, supersedes all campus policies. In particular, section 89320 states:

The Trustees of the California State University require each state university, in administering any test or examination, to permit any student who is eligible to undergo the test or examination to do so, without penalty, at a time when that activity would not violate the student's religious creed. This requirement shall not apply if administering the test or examination at an alternate time would impose an undue hardship which could not reasonably have been avoided. In any court proceeding in which the existence of an undue hardship that could not reasonably have been avoided is an issue, the burden of proof shall be upon the institution.

**Discussion-**

So our policies are complicated interpretation of Federal Requirements, State Requirements, CSU policies and campus policies.

Federal requirements cover disabilities, religious exemptions, and requirements related to civic service, such as military service and jury duty. The Americans with Disabilities Act is included for reference. Please keep in mind, potential for many conditions to meet the criteria for disability.

State policy further suggests that excused absences religious exemptions are:

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existence of an undue hardship which could not reasonably have been avoided is an issue, the burden of proof shall be upon the institution.”

### **CSU Policy-**

To make things even more complicated, no clear CSU policy seems to currently exist, though clearly there was one at some point because all the CSU's seem to have shockingly similar wording if they have a clear and accessible policy. Here is a sample of the policies from:

### **Other CSU Campus Policies**

**SEE ATTACHED**

## **Recommendations**

**We recommend the following updates to:**

Policy 1200 – University Course Syllabus

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA POLICY NO: 1200**

### **UNIVERSITY COURSE SYLLABUS**

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2.1. Statements about campus Disability Resource Center (DRC) services, the campus address, the telephone number, the URL, and further statements that encourage students who qualify to register with the DRC.

2.2. Information about exam schedules.

2.3. Course-specific Student Learning Outcomes.

2.4. A reference to campus resources that students can access if they are having difficulties.

2.5 A statement regarding the campus Title IX policy and how to reach the Title IX office.

2.6. A statement regarding family friendly policies.

### 3.0 Excused Absences

Students may have a valid reason to miss a class. When any of the following reasons directly conflict with class meeting times, students are responsible for informing faculty members of the reason for the absence and for arranging to make up missed assignments, tests, quizzes, and class work insofar as this is possible.

#### 3.1 Excused absences include, but are not limited to:

- Illness, injury to the student, or medical conditions, including those related to pregnancy
- Death, injury, or serious illness of an immediate family member. An immediate family member is defined as a close relative, or a person residing in the immediate household of the student.
- Religious reasons (California Education Code section 89320)
- Jury duty, military service, or other government obligation
- University-sanctioned or -approved activities (examples include but are not limited to artistic performances, participation in scholarly conferences and presentations, intercollegiate athletic activities, student government, required class field trips, etc.)

Faculty members are not obligated to consider other absences as excused.

#### 3.2 Notification and Verification:

The earliest possible notification is preferred for all excused absences. In some circumstances, it may be possible for the student to notify the faculty member of anticipated absences (e.g., for religious reasons or

for scheduled athletic events) during the first week of enrollment. Advance notification (minimally one week in advance) is required and verification may be requested for the following absences:

- Jury duty, military service, or other government obligation
- Religious reasons
- University-sanctioned or -approved activities

3.3 Alternative Assignments- In circumstances where a specific assignment, activity, quiz, or exam cannot reasonably be made up, it is the instructor's option to assign reasonable alternative work.

3.4. It is the responsibility of the student to make advance notification, contact the faculty member to make arrangements to make up any academic work that may be missed, submit assignments on time, and to make arrangements regarding activities, tests, quizzes, or exams that may be scheduled during the absences.

3.5. If a student does not notify the faculty member one week in advance of the date of absences for these reasons (jury duty, military service, other government obligations, religious reasons, or University-sanctioned activities), the instructor is not required to adjust the class schedule or to allow for make up activities, tests, or exams. However, students shall not be penalized for excused absences when circumstances make it impossible to provide advance notice (e.g., illness, injuries, engagement in a University-sanctioned event such as a performance, tournament, or playoff that cannot be anticipated).

3.6 Students who expect to be absent from the University for any valid reason, and who have found it difficult to inform their instructors, should notify the academic department office. The department office shall notify the student's instructors of the nature and duration of the absence. It remains the responsibility of the student to arrange with instructors to make up any academic work missed.

3.7 Students should consult with the faculty member about whether verification is necessary for excused absences. Faculty members may only require students to provide verification for repeated or successive absences (three or more instructional hours), or absences on the days of tests, presentations, and other graded activities. If verification is required, students should provide it to the faculty member within one week of the date of the last prior absence.

4.0 The California State Education Code, as law, supersedes all campus policies. In particular, section 89320 states:

The California Education Code (section 89320) requires "each state university, in administering any test or examination, to permit any student who is eligible to undergo the test or examination to do so, without penalty, at a time when that activity would not violate the student's religious creed. This requirement shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship, which could not reasonably have been avoided. In any court proceeding in which the existence of an undue hardship which could not reasonably have been avoided is an issue, the burden of proof shall be upon the institution."