

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-011-212

Extend Deadline for Final Grades Report

Academic Affairs Committee

Date: April 6, 2022

Executive Committee
Received and Forwarded

Date: April 6, 2022

Academic Senate

Date: April 13, 2022
First Reading
May 4, 2022
Second Reading

Your Name: Berit Givens

Your Email: bngivens@cpp.edu

Title of Referral: Extend deadline for submission of final grades

Names and Titles of proponents: Berit Givens, Chair, Department of Mathematics and Statistics

Keywords: grading deadline finals

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

Deadline Date:

Justification for deadline:

Background:

During the quarter to semester conversion, the final grade due date remained unchanged. I request that the deadline for faculty to submit final grades be changed to the Friday after finals week, at 9am.

In the quarter system, final grades were due at 6am on the Wednesday after the end of finals week. This gave faculty had two full days of grading (Monday and Tuesday). Under the quarter system, there were a total of 6 grading days in a year. In the shift to semesters, this deadline was not adjusted. Faculty currently teach roughly the same number of students annually and the same number of annual units, but with only two terms, there are only 4 grading days in a year. The 4 grading days in a year is a hardship for some faculty to complete final grades by the deadline. This is particularly acute for an adjunct faculty members who might be teaching up to 15 units a term. Moving the deadline to Friday will restore the amount of time needed for faculty to complete their grades.

Daniel Parks and Connie Kwang were consulted. After discussing with other CSU registrars and examining their internal processes, they recommended a deadline of Friday at 9am. Extending the deadline will up to this day/time will not negatively impact their post-grading processes.

Nicholas von Glahn, Gwen Urey, and Jonathan Puthoff were consulted for a perspective from the CFA. Currently, faculty workdays end sometime between the Wednesday and Friday after finals week. Other constraints to be aware of are the CBA mandated maximum

workload of 180 days. For the 21-22 AY, our campus has 170 official workdays for faculty.

In a survey of other CSU campuses, most campuses had deadlines later than Cal Poly's deadline.

- Tuesday evening/Wednesday morning: 3 campuses (CPP, CSULA, and East Bay)
- Wednesday afternoon/evening: 5 campuses (CSUSM, CSUDH, Humboldt, Stanislaus, Chico)
- Thursday/Friday: 4 campuses (CSULB, CSUN, Bakersfield, CSUSB)
- Much later (anywhere from December 28 to Jan 3): 6 campuses (Fullerton, SDSU, CSUMB, SFSU, Fresno)

To address the condensed grading time for faculty, especially those who teach up to 15 units, the academic calendar may need to be revised to add workdays. The addition of workdays can be designated as "grading days" but not general work days. For example, CSU Fullerton lists December 22 as the last day of Fall 2021 and states that all offices are closed from December 23, 2021 to January 3, 2022. However, grades are due on January 3, 2022. We recommend consulting with other campuses regarding a potential difference between "work days" and "grading days."

Recommended Resources: Daniel Parks, Registrar
Connie Kwang, Associate Registrar
Nicholas von Glahn, President, CFA
Terri Gomez, AVP, Student Success
Laura Massa, AVP, Academic Programs

Attachment 1:

https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/915794731/final_exam_grading_deadlines.docx

Discussion

Berit did an amazing job of making her case, and consulting the appropriate people. As long as the extra days would be grading days, and other forms of work would not be required, we thought this was more humane for faculty with finals on Friday.

Phyllis Nelson discussed the potential workload impact, hence, it is imperative that these be grading days, and not days that extend the semester, or on which other work can be done.

Reservations from some chairs were raised that this could extend the workload of chairs if faculty failed to submit their grades on time.

Dr. Nelson assisted with rewording to ensure that faculty would not be expected to engage in other forms of work, unless so desired.

Recommendations

We recommend that the deadline for faculty to submit final grades be changed to the Friday after finals week, at 9am. Thursday of the week after finals shall be designated the Evaluation Day and Friday shall be designated the Grades Due Day with the understanding that official holidays may require occasional adjustments. These two days each term are for grading only and it cannot be assumed that faculty will be available for other work related assignments.