Adopted April 22, 1986

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS-206-86/IC

RESOLUTION ON
GIVING OF FINALS DURING FINALS' WEEK

WHEREAS, CAM 484 "Final Examinations" sets forth the California Polytechnic State University policy on the giving of finals during a designated time; and

WHEREAS, This designated time is referred to as Finals' Week; and

WHEREAS, There is an increasing number of finals being given during the week prior to Finals' Week; and

WHEREAS, This practice results in disruption of classes and is in clear violation of CAM 484; and

WHEREAS, Each faculty member is responsible for the administering of his/her finals during the designated time; therefore, be it

RESOLVED: That the Academic Senate request again that Administration vigorously enforce CAM 484; and be it further

RESOLVED: That a list of all dean-approved exceptions (to CAM 484) for each quarter will be made available to each department head/chair by the fifth week of the quarter.

Proposed by:
Instruction Committee
February 19, 1986
Revised March 4, 1986
Revised April 22, 1986
To: Lloyd Lamouria, Chair
   Academic Senate

From: Warren J. Baker
      President

Subject: ACADEMIC SENATE RESOLUTION REGARDING GIVING OF FINALS DURING FINALS WEEK (AS-206-86/IC)

On April 28 you forwarded to me the subject resolution that was adopted by the Academic Senate at its meeting on April 22. I have subsequently shared that resolution with the Provost, other Academic Affairs staff; and it was in turn shared with the Deans.

In terms of general policy, I am supportive of the resolution, and the administration will do what it can to enforce the provisions of the policy as enunciated in CAM 484. I trust, however, that the members of the Academic Senate recognize that this is an issue which cannot be solved only by the Deans, Provost and the President. Unless students and others make a point of informing the deans with regard to infractions of the policy, there is no way for the administration to be aware that faculty are in fact scheduling and giving final examinations outside the framework of the finals week.

The final "Whereas" clause of the resolution recognizes that faculty members are responsible for administering their finals during the designated time, and perhaps the most effective method of enforcement of this policy is through peer pressure.

Finally, I do have some difficulty with the final "Resolved" clause of the resolution which asks that all dean-approved exceptions for each quarter be made available to each department head/Chair by the fifth week of the quarter. It is appropriate to be able to share information on exceptions, and I will ask that the deans be requested to do so. However, I think we must recognize that there are valid reasons for granting exceptions which do not become known until after the fifth week of a given quarter; and department heads/chairs and deans need to be in a position to respond to those instances.
Date: April 28, 1986

To: Warren J. Baker, President

From: Lloyd H. Lamouria, Chair
Academic Senate

Subject: Proceedings of the Academic Senate, April 22, 1986
RESOLUTION ON GIVING OF FINALS DURING FINALS' WEEK
(AS-206-86/IC)

The above-named resolution was adopted on April 22, 1986 by the Academic Senate and is herewith forwarded for your consideration and approval.

Implementation of this resolution on giving of finals during finals' week is designed to provide a polite enforcement mechanism for CAM 484 Final Examinations.

You will note that the last resolved clause indicates, in part, that dean-approved exceptions (to CAM 484) will be made available to each department head/chair. Hindsight being what it is, we should have considered adding "and posted for review by both students and faculty."

Another point not addressed is whether or not an instructor who meets all of his scheduled examinations needs approval to add an extra examination period which would be open to all students in the class.
Memorandum

To: Warren J. Baker
   President

From: Tomlinson Fort, Jr.
       Provost

Subject: Academic Senate Resolution: Giving of Finals During Finals Week

Date: 30 April 1986

I have reviewed the Academic Senate Resolution noted above and make the following observations:

1. The resolution requests that the "Administration" vigorously enforce CAM 484, but does not define "Administration." Deans cannot police this matter adequately as there are too many faculty involved, and they do not customarily tell deans, department heads, or the scheduling office that they are moving a final examination to another date. The students typically do not inform deans or department heads either. The logical place to enforce this policy is in departments. Department heads are not "administration," but they will have to help enforce this policy.

   The final Whereas clause of the resolution points out that faculty members are responsible for administering their finals during the designated time; the best enforcement in this matter is peer pressure. If faculty will remind each other that they are not to change the dates for final examinations, the policy will be better enforced than if "Administration" polices it.

2. Deans should be able to grant exceptions up to the time of final examinations rather than cutting them off with the fifth week of the quarter. What will happen, for example, if after the fifth week of the quarter a faculty member has a paper accepted to read at a conference during the scheduled time for a final exam? Does this mean the faculty member can't attend the conference and deliver the paper? The deans should have greater latitude in approving exceptions.