WHEREAS, There are no university policies governing the maximum number of finals a
student can be required to sit in one day; and

WHEREAS, The final examination schedule is available, with few exceptions, to students
before Plan A Student Schedule (PASS) opens for registration in order to inform
students of potential overload conflicts (registrar.calpoly.edu/content/Calendars_Deadlines/index); and

WHEREAS, Final examinations are required, except in specific circumstances (see CAM
484.4), to be administered during finals week (CAM 484.1 and 484.2); therefore
be it

RESOLVED: That faculty should make a reasonable effort to offer an alternative final
examination time to students with more than two final examinations on the same
day; and be it further

RESOLVED: That faculty schedule the alternative final examination time during finals week
(except in circumstances defined in CAM 484.4); and be it further

RESOLVED: That faculty include the date and time of the final examination on the course
syllabus, if the course uses an in-class examination as its final assessment, and,
whenever applicable, provide students with advance notice if the final
examination date is not available at the start of the term or has been rescheduled
with the written approval of the appropriate dean; and be it further

RESOLVED: That a student should notify an instructor of the final examination overload
conflict and request to reschedule the final examination by the end of the seventh
week of instruction.

Proposed by: Academic Senate Instruction Committee
Date: April 16 2013
Revised: April 23 2013
Revised: May 25 2013
Revised: June 4 2013
To: Steven Rein  
   Chair, Academic Senate  

Date: July 11, 2013  

From: Jeffrey D. Armstrong  
   President  

E-Copies: K. Enz Finken  
   M. Pedersen  

Subject: Response to Academic Senate Resolution AS-768-13  
         Resolution on Final Examination Overload Conflicts  

This memo formally acknowledges receipt and approval of the above-entitled Academic Senate resolution.

Please express my appreciation to the members of the Academic Senate Instruction Committee for their attention to this important matter.