

Adopted: April 12, 2005

ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA

AS-631-05

RESOLUTION ON  
FINAL ASSESSMENTS

- 1 WHEREAS, The Final Examination section (484.1) in the Campus Administration Manual  
2 (CAM) has not been revised since September 1982; and  
3  
4 WHEREAS, Since the 1982 revision of CAM, research in pedagogy has determined that  
5 student outcomes may be measured in a variety of ways; and  
6  
7 WHEREAS, CAM 484.2 currently requires final examinations to be given in all courses, unless  
8 exempted through a petition process; and  
9  
10 WHEREAS, Faculty may not always believe that final examinations are the best concluding  
11 assessment measure for particular courses; and  
12  
13 WHEREAS, Faculty should be given the flexibility to determine and use the most appropriate  
14 terminal assessment activities in their courses; and  
15  
16 WHEREAS, Some faculty in lecture courses have given final examinations during the final  
17 week of instruction, in violation of CAM 484.1 and 484.2; and  
18  
19 WHEREAS, The week scheduled for final examinations is expected to be used by faculty and  
20 students for significant assessment activities; and  
21  
22 WHEREAS, CAM 484.3 has raised confusion regarding the propriety of scheduling additional  
23 final examination times during final examination week; therefore be it  
24  
25 RESOLVED: That the existing CAM 484.1-3 be replaced with the attached revised CAM 484.1-  
26 3 language.

Proposed by: Academic Senate Instruction Committee  
Date: December 20, 2004  
Revised: January 12, 2005

**CURRENT**

**PROPOSED**

CAM 484.1 Final Examinations

CAM 484.1 Final Assessments

A. Lecture Courses

The university's schedule for final examinations for lecture courses will be included in each issue of the quarterly Class Schedule. The schedule, drafted by the Associate Dean, Educational Services, and approved by the Vice President for Academic Affairs, will designate an examination time for each time block in which lecture sections are normally scheduled. Examinations will be held at the time designated in the schedule and, unless the class and instructor have been notified otherwise, at the location in which the class was assigned to meet during the quarter.

The maximum time for which a facility will be allotted for a lecture section [mal examination is as follows: one hour for a section meeting one or two hours per week; two hours for a section meeting three hours per week; three hours for a section meeting four or more hours per week.

8. Nonlecture Courses

Final examinations in nonlecture courses will be held during the last class meeting in the regularly assigned meeting location.

A. Courses with Lectures & Seminars (other than I-unit courses)

Course activity, including assessments, shall continue through the week designated for final assessments for all courses with a lecture component. Faculty are required to meet with students at the scheduled [mal assessment period and will use the week designated at the end of the quarter for the final assessing of student work. Faculty should decide the pedagogically appropriate assessment activity: for example, exams, receipt of term papers or projects, presentations, etc.

The university'S schedule for final assessment periods will be included in each issue of the quarterly Class Schedule. The schedule, drafted by University Scheduling Office and approved by the Vice President for Academic Affairs, will designate an assessment period for each time block in which lecture sections are normally scheduled and the location assigned.

Final assessments will be given in all sections of lecture and seminar courses unless exempt under the provisions contained in CAM 484.2.

The maximum time for which a facility that is normally controlled by the University Scheduling office will be allotted for final assessment is three hours.

8. Nonlecture Courses and I-unit Courses

Final assessments in nonlecture courses (labs/activity courses) and I-unit courses will be held during the last week of instruction in the regularly designated meeting time and location unless an alternate time and location are (1) pedagogically necessary, (2) do not create an academic scheduling conflict for any student, and (3) do not have to be scheduled by the University Scheduling Office.

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#### 484.2 Final Examinations-Exempt Courses

Final examinations will be given in all sections of lecture and nonlecture courses unless exempt under the provisions contained in CAM 484.2. Examination exemptions may be granted for such reasons as uniqueness of course content or method of instruction, and/or a more appropriate procedure for establishing a final evaluation of the student's performance in the course. Exemptions in the University Catalog' In unusual circumstances, a faculty member may petition for exemption after the course has begun. Requests for such exemption will be submitted in writing to the school dean through the department head for approval.

#### 484.3 Final Examinations--Rescheduling

Under unusual circumstances, it may be deemed advisable to reschedule a final examination to be held at a time and/or location other than that for inclusion in the University Catalog. Requests for exemptions will be submitted in writing through the department chair for approval by the regularly scheduled. The instructor, in consultation with the Associate Dean, Educational Services, will determine whether the anticipated change can be made. If a suitable new time and location can be established, the instructor will then, in writing, submit the request through the department head to the dean of the school. The request will indicate the course and section to be changed, the reason for the request, the new time and place for the alternate examination, an indication that at least two-thirds of the class is in agreement with the change, and a statement that an examination will be held at the regularly scheduled time and place for those students who are unable or unwilling to attend the final examination at the rescheduled hour.

CAM Assessment proposal

#### 484.2 Exempt Courses

Assessment exemptions may be granted for such reasons as uniqueness of course content or method of instruction, and/or a more appropriate procedure for establishing an evaluation of the student's 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. Subsequent requests for exemptions will be submitted in writing through the department chair/head for approval by the appropriate Dean with notification of approved exemptions sent to University Scheduling Office.

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#### 484.3 Rescheduling

##### A. Early Assessments

No final assessments shall be given prior to the scheduled final assessment period without written approval of the appropriate Dean and notification sent to University Scheduling Office at least two weeks before the final assessment.

##### B. Common Assessments

Courses with three or more sections may hold assessments during "common assessment" times designated by the University Scheduling Office with approval by the department chair/head and appropriate Dean. Faculty who have requests approved must notify the University Scheduling Office at least two weeks before the final assessment. Any student who is unable to attend the common assessment time due to a conflict with another course's final assessment shall be permitted to arrange an alternate assessment time.

##### C. Alternate Assessments

Faculty may offer an additional (i.e., alternate) assessment period during the final assessment week; however, the assessment must also be offered at the original time set aside in the class schedule. Courses with alternate assessment periods during the final period must notify the University Scheduling Office at least two weeks before the final assessment.

Deleted: 5/19/2005

Submitted: 11/21/2005 /  
Revised: 4/12/2005/23/2005; /

State of California  
**Memorandum**

**REceIVED**

JUL 20 2005

**ACADEMIC SENATE**

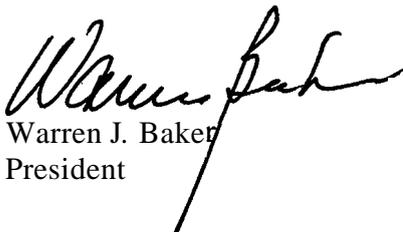
**CALPOLY**

SAN TIUS OBISPO  
CA 93407

To: David Hannings  
Chair, Academic Senate

Date: July 5, 2005

From: Warren J. Baker  
President



Copies: R. Detweiler, D. Conn  
P. Bailey, D. Christy,  
H. Davis, L. Halisky,  
T. Jones, B. Konopak,  
P. Lee, S. Opava,  
D. Parks, D. Wehner

Subject: Response to Academic Senate Resolution AS-631-05  
Resolution on Final Assessments

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Based upon consultation with Interim Provost Robert Detweiler and Vice Provost David Conn, this memo acknowledges receipt and approval of the above-subject resolution.

In approving the proposed wording for CAP (Campus Administrative Policies) attached to this resolution, I wish to underscore the statement in Section 484.1 (the current section devoted to final exams in the Campus Administrative Manual), as re-written, that "faculty are required to meet with students at the scheduled final assessment period." Otherwise stated, unless the appropriate dean explicitly approves an exception, faculty must use the scheduled final assessment period either for a final assessment or for some other appropriate class activity at which the faculty must be in attendance and the students are also expected to be in attendance.

Please extend my thanks to the Instruction Committee for reviewing this important academic issue