

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

**AS-768-13**

**RESOLUTION ON FINAL EXAMINATION OVERLOAD CONFLICTS**

- 1 WHEREAS, There are no university policies governing the maximum number of finals a  
2 student can be required to sit in one day; and  
3
- 4 WHEREAS, The final examination schedule is available, with few exceptions, to students  
5 before Plan A Student Schedule (PASS) opens for registration in order to inform  
6 students of potential overload conflicts  
7 ([registrar.calpoly.edu/content/Calendars\\_Deadlines/index](http://registrar.calpoly.edu/content/Calendars_Deadlines/index)); and  
8
- 9 WHEREAS, Final examinations are required, except in specific circumstances (see CAM  
10 484.4), to be administered during finals week (CAM 484.1 and 484.2); therefore  
11 be it  
12
- 13 RESOLVED: That faculty should make a reasonable effort to offer an alternative final  
14 examination time to students with more than two final examinations on the same  
15 day; and be it further  
16
- 17 RESOLVED: That faculty schedule the alternative final examination time during finals week  
18 (except in circumstances defined in CAM 484.4); and be it further  
19
- 20 RESOLVED: That faculty include the date and time of the final examination on the course  
21 syllabus, if the course uses an in-class examination as its final assessment, and,  
22 whenever applicable, provide students with advance notice if the final  
23 examination date is not available at the start of the term or has been rescheduled  
24 with the written approval of the appropriate dean; and be it further  
25
- 26 RESOLVED: That a student should notify an instructor of the final examination overload  
27 conflict and request to reschedule the final examination by the end of the seventh  
28 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

State of California  
**M e m o r a n d u m**

**CAL POLY**  
SAN LUIS OBISPO

**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

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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.