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); 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
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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
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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
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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
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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.