

Adopted: April 14, 2026

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

AS-1007-26

RESOLUTION ON FINAL ASSESSMENTS/EXAM SCHEDULING OVERLOAD

Impact on Existing Policy: Updates AS-768-13 for semester conversion. Provides timeline for students to request rescheduling of an assessment during final exam week.

- 1 WHEREAS, AS-768-13 defined overload for assessments (or exams) scheduled during
2 final exam week as more than two assessments scheduled on the same
3 day; and
4
- 5 WHEREAS, CAP 210.6 Final Assessments and Examinations
6 <https://policy.calpoly.edu/cap/200/cap-210> specifies the policy
7 guidelines that pertain to administering and scheduling final assessments;
8 and
9
- 10 WHEREAS, Final assessments are required, except in specific circumstances (CAP
11 210.6.3); and
12
- 13 WHEREAS, Faculty will use the week designated at the end of the term (aka: “finals
14 week”) for final assessment of student work (CAP 210.6.1); and
15
- 16 WHEREAS, Faculty are required to meet with students at the scheduled final
17 assessment period or follow the provisions for rescheduling described in
18 CAP 210.6.4; and
19
- 20 WHEREAS, Faculty should decide the pedagogically appropriate assessment
21 methods/activities (e.g. exam, term paper, term project, presentation,
22 performance, take home assessment, assessments administered and/or
23 submitted online, etc.); and
24
- 25 WHEREAS, Assessment methods/activities are included in new course proposals and
26 course modification proposals and are reviewed and approved by the
27 appropriate curriculum committee(s); and
28

29 WHEREAS, the University’s finals week schedule is available, with few
30 exceptions, to students in the class schedule before registration for the
31 next term; and
32

33 WHEREAS, the University’s finals week schedule is available at the Office of
34 the Registrar’s Calendars and Deadlines information website; and
35

36 WHEREAS, Final assessments for online asynchronous courses in most cases do not
37 have a final assessment time posted in the University’s finals week
38 schedule or in the class schedule; and
39

40 WHEREAS, Faculty will include in the course syllabus the date and time of the
41 scheduled final assessment and/or the deadline to submit the final
42 assessment, and whenever applicable, provide students with advance
43 notice if the final assessment date is not available at the start of the
44 term or has been rescheduled with the approval of the appropriate dean;
45 and
46

47 WHEREAS, Students enrolled in a course with a “common assessment time” that
48 creates a conflict with other courses’ scheduled final assessment time
49 shall be permitted to arrange an alternate assessment time; and
50

51 WHEREAS, AS-977-24 describes reasons and extenuating circumstances that
52 instructors consider allowing students to make up work or an assessment
53 that is or will be missed due to an excusable absence; and
54

55 WHEREAS, Scheduling an alternate assessment time for a student with a
56 final assessment/exam overload is at the discretion of the instructor and
57 is not guaranteed; and
58

59 WHEREAS, If an instructor is amenable to granting the request for an alternate
60 final assessment/exam time, it should be rescheduled to take place
61 during finals week, except in circumstances described in CAP 210.6;
62 therefore, be it
63

64 RESOLVED: A final assessment overload is three or more final assessments scheduled
65 for the same day during finals week; and
66

67 RESOLVED: Faculty should make a reasonable effort to offer an alternative final
68 assessment time to students with a final assessment overload; and be it
69 further
70

- 71 RESOLVED: The deadline for a student to notify instructors of a final assessment
72 overload and request to reschedule is before the end of 80% of
73 instruction for the term; and be it further
74
- 75 RESOLVED: The deadline for a student to notify instructors of a final
76 assessment overload will be posted on the Office of the Registrar’s
77 Student Planning Calendar website:
78
- 79 • “The last day to notify instructors of a final examination
80 overload (three or more final exams scheduled on the same
81 day) and request an alternate final examination time.
82 Rescheduling is at the instructor’s discretion and is not
83 guaranteed.”; and be it further
84
- 85 RESOLVED: Final assessments for online asynchronous courses without a scheduled
86 final assessment period in the University’s schedule for finals week are
87 not included as an overload of three or more final assessments scheduled
88 for the same day, unless the assessment has an availability window of 24
89 hours or less, in which case it is counted toward the overload; and be it
90 further
91
- 92 RESOLVED: The Cal Poly Academic Senate supports the adoption of this resolution to
93 update the provisions of the Final Assessment/Exam Scheduling Overload
94 in preparation for semesters; and be it further
95
- 96 RESOLVED: This policy will be effective Fall term 2026.

Proposed by: Academic Senate Instruction Committee
Date: March 3, 2026

Background Information:

<https://policy.calpoly.edu/cap/200/cap-210>

CAP - 210.6 Final Assessments and Examinations

210.6.1 Courses with Lectures and Seminars (other than 1-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 final 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, e.g., exams, receipt of term papers or projects, presentations, etc.

The University's schedule for final assessment periods is available online at the Office of the Registrar's Calendars and Deadlines information site. The schedule, drafted by University Scheduling and approved by the provost, 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 below.

The maximum time allotted for final assessment is three hours in a facility that is normally controlled by University Scheduling.

210.6.2 Non-lecture Courses and 1-unit Courses

210.6.3 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 college dean with notification of approved exemptions sent to University Scheduling.

210.6.4 Rescheduling

210.6.4.1 Early Assessments

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

210.6.4.2 Common Assessments

Courses with three or more sections may hold assessments during "common assessment" times designated by University Scheduling with approval by the department chair/head and appropriate college dean. Faculty who have requests approved must notify University Scheduling 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.

210.6.4.3 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 final exams schedule. Courses with alternate assessment periods during the final period must notify University Scheduling at least two weeks before the final assessment.

210.6.4.4 Special Student Arrangements

Permission to take final examinations out of schedule may be granted by the dean of the college in which the course is offered for the following reasons only:

1. Student going into the Armed Forces;
2. Illness of the student;
3. Death or serious illness in the student's family;
4. Student requested by the University to represent the University at an educational activity. Written statement by the person sponsoring the conflicting activity must be presented to the college deans of all schools in which the student is taking courses involved in the examination conflict;
5. Permanent job placement interview arranged by the University
6. As an accommodation for a disability as confirmed by Cal Poly's Disability Resource Center.

210.6.5 Midterm Assessments and Examinations

Examinations are given during normal class meetings. No University schedule is published.

210.6.6 Student Conflicts

Examinations which conflict with University activities should be brought to the attention of the college dean as early as possible.

210.6.7 Procedures during Assessments and Examination

Faculty members should make every effort to ensure academic honesty and integrity by properly monitoring assessments and examinations.

References for CAP 210.6: