<table>
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<th>Date:</th>
<th>10/28/2015</th>
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<tr>
<td>To:</td>
<td>Academic Affairs Committee</td>
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<tr>
<td>From:</td>
<td>Academic Senate Executive Committee</td>
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<tr>
<td>Subject:</td>
<td>Academic Senate Referral</td>
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<tr>
<td>Classification</td>
<td>AA-004-156</td>
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<tr>
<td>Title of Referral:</td>
<td>Student Work Retention Policy</td>
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<tr>
<td>Background:</td>
<td>See attached referral request form. Additional background provided by the Executive Committee: None.</td>
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<td>Recommended resources:</td>
<td>See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee: None.</td>
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<tr>
<td>Review and recommend:</td>
<td>Review and recommend as appropriate.</td>
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<td>Date required for presenting committee report to the Executive Committee:</td>
<td>3/2/2016</td>
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CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE
REFERRAL REQUEST FORM

Referrals must be submitted in electronic form to: senate@csupomona.edu

DATE: October 13, 2015

NAMES AND TITLES OF PROPONENTS: Claudia Pinter-Lucke Associate Provost

KEYWORDS: grade books, records, retention, grade appeals, grievances

TITLE OF REFERRAL: Student Work Retention Policy

BACKGROUND: The policy in the University Manual concerning retention of student work is quite brief and is combined with the finals policy. This is the second of two referrals to expand and separate those policies.

See also – Final Exams Policy

RECOMMENDED RESOURCES:
Policy in University Manual
CSU Policy
Deans, Associate Deans
Department Chairs

See also Appendix 1 – Curriculum Accreditation PDF

DEADLINE
Is there a deadline by when this referral needs to be considered by the Academic Senate?  ____No  ____X Yes, by  ____December 2016 .

JUSTIFICATION FOR DEADLINE:
To allow the Office of Academic Programs sufficient time to enter policy in catalog.
Proposed CPP Final Exam Policy

Every lecture/seminar shall include a summative or evaluative activity appropriate to the course for comprehensive evaluation of student performance administered during the final evaluation week (finals week). Such activities may include, but are not limited to: written exams, presentations, portfolio sharing, performances, critiques, oral exams, review of learning outcomes. If a separate final evaluation in other courses (activities, laboratories, independent study) is desired, it shall be given during the last week of class.

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.

The required submission date for out-of-class activities (take-home finals, papers, etc.) must fall no earlier than the day designated for the final examination of the class. In-class final exams will be administered at the time and location published on the University Website. For online classes with no set meeting time, final examinations or projects shall be due no earlier than the end of the first day of the published exam period.

Requests by instructors for a change of schedule for special circumstances must be made well in advance of finals week, and must be approved in writing by the department chair and college dean. Instructors shall make every effort to ensure that such changes to do not conflict with other final examinations of students enrolled in the classes.
EXISTING POLICIES ON OTHER CSU CAMPUSES

BAKERSFIELD
Each non-seminar course shall include an appropriate instrument for comprehensive evaluation of student performance. If an in-class written final examination is given, it shall be done during the regularly scheduled final examination period. If a take-home final is assigned, it shall be due during final exam week.

CHICO
All classes are required to meet for one two-hour period during finals week for instruction or examination

EAST BAY
It is the general policy in most courses to have examinations or other graded assignments during a quarter and a final examination. At the start of each quarter, instructors shall fully inform students of the manner of their evaluation as well as the requirements and assignments.

Final examinations shall be administered only during final exam week and only at the time scheduled by the University. Exceptions to the rule will be made only for compelling reasons. The written authorization of the department chair (with a copy to the school dean) is required for such an exception. Students and faculty are to be informed of this rule. Suspected violations should be reported to department chairs and school deans.

FRESNO
Final examination periods are officially part of the academic year and, as such, a component of required faculty obligations. Final examinations or final class meetings are required in all courses and shall be held at the time and place identified in the Schedule of Courses. No final examination may be scheduled prior to the time specified in the Schedule of Courses. Any exceptions must receive written approval of the department chair and dean.

FULLERTON
Final examinations, if required by the instructor, will be given at times scheduled by the university. Once established, the final examination schedule may not be changed unless approved by department and program chair and the dean of the college. Makeup final examinations may be given for reasons of illness, verified emergency, or other serious and compelling reasons approved by the instructor. An instructor shall not shorten the academic semester by scheduling an in-class final examination before the week scheduled for final examinations. No major examinations shall be given during the last week scheduled for instruction unless there is also to be a final examination at the time assigned in the Class Schedule. When a take home final examination (or paper/project) is due during the final exam period, it shall be due no earlier than the day scheduled for the final examination in that class.
HUMBOLDT

- Finals week is part of the instructional period for a course. Consequently, student achievement shall be assessed during finals week in all courses, with the following exceptions:
  a. Courses involving laboratory or activity instruction only. They may have their final evaluations during the class’s designated time during the last week of class.
  b. Courses that are non-traditionally scheduled (weekend workshops, theatre productions that last only six weeks, etc.).
- Classes which involve both lecture/discussion and laboratory/activity methods of instruction shall use finals week for the lecture portion of the class, and if a separate final evaluation of laboratory or activity instruction (e.g. laboratory practicum) is desired, it shall be given during the last week of class and shall not substitute for the final class evaluation. Students should not be expected to complete these types of finals outside of the normally designated times for the class.
- The designated hours allotted during the final evaluation week may be used for any number of summative or evaluative activities. They include, but are not limited to, traditional exams, presentations, portfolio sharing, performances, critiques, oral examination, or field trips. In-class final evaluation activities must occur during the final evaluation time designated for the course (not the week before).
- The required submission date and time for take-home examinations, final papers or other out-of-class activities must fall no earlier than the designated final evaluation time slot for the course (students may voluntarily submit their work earlier).
- The final evaluation time and location designated for a course as published in the Registration Guide may not be changed except in special circumstances, which must be approved in writing by the department chair and dean.

LONG BEACH

1. Every course shall have a final assessment appropriate to the course that shall cover a significant proportion of the course.
2. Every course except Distance Learning Courses shall meet and have an educational experience at the date and time listed in the Final Examination Schedule.
3. All instructors shall administer the final assessment (e.g., an exam or presentation) or have it due (e.g., a paper or project) at a specified time that falls within the date and time listed in the Final Examination Schedule, as part or all of an educational experience.

LOS ANGELES

Final examinations or final class meetings are required in all courses, and shall be held at the time and place shown in the Schedule of Classes. Course activities shall
continue through the week designated for final examinations. Final examinations, if
required by the instructor, will be given at times published in the on-line schedule of
classes. Once established, the final examination time scheduled may not be changed
without written approval from the department/division chair or school director and
the appropriate dean. Individual student exceptions in time or place of the final
exam period require approval by the instructor and department/division chair or
school director.

An instructor may not shorten the academic quarter by scheduling an in-class or
online final examination or its equivalent before the week scheduled for final
examinations. When the final examination is to be a take-home examination or a
final project in lieu of an examination, it shall be due no earlier than the day
scheduled for the final examination in that class. For online classes with no set
meeting time, final examinations or projects shall be due no earlier than the first day
of the published exam period.

NORTHRIDGE
In lecture courses, no final examination may be scheduled by an instructor prior to
the regularly scheduled time. Any student who finds it impossible to take a final
examination on the date scheduled must make arrangements in advance with the
instructor either to take the examination at another time prior to the deadline for
reporting grades, or request that a grade of Incomplete be assigned and then follow
the regulations concerning the removal of the Incomplete. No exceptions will be
made to these regulations without the written approval of the instructor, the
department chair and the dean of the college in which the course is offered.

SACRAMENTO
Final exams, including major section exams offered in lieu of a final exam, may not
be scheduled during the last week of classes. However, quizzes, lab exams, and other
academic assignments may be scheduled for the last week of classes, provided they
are specified on the course syllabus. No unscheduled (i.e., not included in the course
syllabus) or additional requirements may be imposed on students during the last
week of classes. Any exceptions that necessitate giving a final prior to final exam
week must be stated on the course syllabus and shall require prior approval of the
dean.

SAN BERNARDINO
Although University policy does not demand the administration of a final,
comprehensive examination on the day, time, and place specified in the Class
Schedule, the days designated for "Final Examinations" are counted among the
academic work days constituting our legally defined academic term. Since a quarter
includes only eleven weeks of instruction, it is important that instructors take full
advantage of the entire term.

Every faculty member, therefore, has an obligation to conduct some class business
with his or her students on the day and at the time formally designated for the "final
examination" for each of his or her classes. This includes activity courses as well as lecture discussion courses. (Laboratory courses which are attached to a lecture course and for which no specific exam time is scheduled do not require a separate final exam.) If an examination is not administered during the scheduled final examination period, the instructor may wish to use the scheduled final examination period to review or summarize the course, review and/or discuss with the class "take-home" exams, projects, term papers, or other exam material previously completed, or evaluate and critique student work.

Should an instructor determine that his or her final course assignments can be called neither "major, comprehensive final examinations" nor "hour exams" nor "projects," he or she must exercise professional expertise and responsibility, common sense, and good will to translate the terms of this policy into the form, faithful both to the letter and to the spirit of the policy.

Deviations from the published exam schedule, changes in time or location of the final exam, or requests to be absent from campus for professional meetings or travel during the time that an exam is scheduled must receive prior approval from the Department Chair/School Director. Petitions and forms for requesting change in the final exam schedule should be submitted as early in the term as possible, but no later than the eighth week of the term.

SAN DIEGO
No final examination shall be given to individual students before the regular time. If you find it impossible to take a final examination on the date scheduled you must make arrangements with the instructor to have an incomplete grade reported and must take the deferred final examination within the time allowed for making up incomplete grades.

SAN JOSE
Faculty members are required to have a culminating activity (such as a final examination or discussion of learning outcomes) at the scheduled final examination time in each course. The college dean, under whose curricular responsibility the course falls, can authorize exceptions in writing in advance.

SLO
Courses with Lectures & 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: for example, 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 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 below. The maximum time allotted for final assessment is three hours in a facility that is normally controlled by the University Scheduling office.

Nonlecture Courses and 1-unit Courses
Final assessments in nonlecture courses (labs/activity courses and 1-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 is (1) pedagogically necessary, (2) does not create an academic scheduling conflict for any student, and (3) does not have to be scheduled by the University Scheduling Office.

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.

SAN MARCOS
Student achievement shall be evaluated in all courses. Students shall be fully informed of the manner of their evaluations as well as the requirements and major assignments within the first three weeks of each semester. One method of summative evaluation is final examination. If a final is given, it must be held at the same time scheduled by the University unless it is a take-home exam in which case it shall be due no earlier that the day and time scheduled for the final exam for the class. Once established, the scheduled day and time for a final exam may not be changed unless approved by the dean of the college. No make-up final examination will be given except for reason of illness or other verified emergency. An instructor may not shorten the academic semester by scheduling an in-class examination in lieu of a final exam before the week scheduled for the final. The Dean of each college shall be responsible for ensuring that this policy is followed.

SONOMA
The final examinations in courses that utilize this form of evaluation shall be scheduled for the time during the Final Examination period assigned to the course. Final papers or take home finals required in lieu of a final course examination shall be due at the scheduled exam time.
In general, courses have examinations or other graded material during the term and a final examination during finals week. At the beginning of the term, you should inform your students of your expectations for the final examination.

Final examinations are administered or due only during the final exam week and only at the time scheduled by the university. If you need to make an exception, consult your department chair. Final exam schedules are listed by normal class meeting time in the Schedule of Classes.

Additional Information:

Retention of Student Work and Grade Records

1. In accordance with CSU Executive Order 1031, grade rosters and grade books shall be retained for seven calendar years beyond the end of the term in which the class is offered.

2. In accordance with CSU Executive Order 1031, culminating experiences for both undergraduate and graduate students held by departments shall be kept for two calendar years beyond the end of the term in which the work is approved.

3. To accommodate grade appeals and student grievances, student work, if not returned immediately, shall be kept for one calendar year beyond the end of the term in which the work is collected.

CURRENT CPP POLICY IN UNIVERSITY MANUAL

402.6 Final Examinations

Final examinations will be administered at the time and location published in the quarterly class schedule, unless advance arrangements approved by the department chair and college dean have been made for a change of schedule which will not conflict with other final examinations. Early scheduling of final examinations for graduating seniors during the quarter of commencement is at the discretion of the faculty member in charge of the class. If not returned immediately, final written exams and final written projects must be kept for at least one quarter beyond the time when they were either taken or due. Students have the right to review their exams or projects. Faculty have the right to determine the disposition of the final examinations after one quarter. (Added 7/86)