



**ACADEMIC SENATE
Executive Committee
REFERRAL FORM
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

Date:	9/10/2025
To:	Academic Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	AA-002-256
Title of Referral:	Online Courses with In-Person Exams
Background:	See attached referral request form. Additional background provided by the Executive Committee:
Recommended resources:	<p>See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee:</p> <p>Consult with Department Chairs, Dr. Keith Forward, CAFÉ, and high flex instructors.</p> <p>For the Committee's Report on this referral, please list in separate sections, the resources recommended, and resources actually consulted. If a resource was not consulted, briefly state why.</p>
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	10/29/2025

1.Name

Kevin Autry

2.Email

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3.Title of Referral

Online Courses with In-Person Exams

4. Names and Titles of proponents

Kevin Autry, Associate Professor, Chair of Psychology

5. Keywords

Online courses, in-person exams, instructional format

6.Is there a deadline by when this referral needs to be considered by the Academic Senate?

No

7. Deadline Date

8. Justification for deadline

9. Background

I propose the creation of an instructional format that allows in-person exams for online courses (or possibly only an in-person final exam). Currently, fully synchronous and fully asynchronous courses cannot include in-person components, and hybrid courses must be at least 50% in person. While there may be physical space challenges, this new option would help programs address concerns about online exam integrity. If this is not feasible during the regular academic year, perhaps it could be available during the summer when space is less constrained.

10. Recommended Resources

Ko, S., & Rossen, S. (2017). Teaching online: A practical guide includes a sample syllabus for a fully online course that includes a mandatory, in-person proctored exam worth 25% of the total grade.

At UC Berkeley, some online summer courses require in-person final exams and there is an off-site proctoring system (<https://ssall.zendesk.com/hc/en-us/articles/28464306017175-Online-courses-requiring-an-in-person-or-proctored-final-exam>).

At University of Florida, there is a modality called "Online (80-99%)" which is online with some in-person exams or projects (<https://registrar.ufl.edu/courses/online-courses>).

At Brooklyn College, online asynchronous and online synchronous courses may have an in-person final exam which is designated in the course syllabus and a course note (<https://students.brooklyn.edu/knowledge-base/undergraduate-final-exams/>).

11. Attachments –