



Final Exam Policy

Policy Number:	AS 01-002
Policy Administrator:	Academic Senate
Policy Initiator:	Academic Senate Executive Committee
Authority:	Academic Senate
Effective Date:	March 15, 2018
Revised Date:	
Approved AS Chair:	Chair, Tom Nordenholz
Approval Signature	/s/
AS Chair:	
Approved:	President, Thomas A. Cropper
Approval Signature:	/s/

Purpose:

The intention of this policy is to preserve academic quality for students as well as academic freedom for faculty at the California State University Maritime Academy (Cal Maritime).

Scope:

This policy applies to all faculty under the division of Academic Affairs.

Accountability:

All Faculty; Academic Department Chairs; appropriate Deans and appropriate Academic Administrators are responsible for administering this policy and ensuring compliance.

Policy:

It is the policy of the Cal Maritime that final exams, if given, shall be:

1. Specified in the course syllabus, and
2. Administered at the time specified by the Registrar.

Final exams or major section exams offered in lieu of a final exam, may not be scheduled during the last week of instruction. Quizzes, lab exams, and other academic assignments, not accounting for more than 20% of the grade, may be scheduled for the last week of instruction, provided they are specified in the course syllabus.

Requirements not appearing in the syllabus, such as unscheduled or additional requirements, may not be imposed on or required of students during the last week of instruction. No changes to the class meeting times during the last week of instruction shall be made.

In order to preserve academic freedom and accommodate programmatic needs, exceptions to this policy are allowed. Exceptions to this policy require prior approval of the appropriate Department Chair and must be stated in the course syllabus.