

May 26, 2020

**JIM STEINTRAGER, CHAIR
ACADEMIC SENATE**

RE: CEP Review of Final Exam Policy

In response to an inquiry from the Irvine Senate Chair, CEP expressed strong support for allowing some leniency to the final exam requirements as laid out in Senate Regulation A465. CEP supports allowing faculty to determine, without the approval of the department chair or other authority, any type of assessment they may assign to substitute for the final exam. In this scenario, the first phrase of the first sentence in Section A and all of Section D of the regulation would be temporarily suspended. The germane portions of A465 follow:

A. General Requirements

Final examinations are required in all undergraduate courses, except as provided elsewhere in this regulation. Whenever practical each such examination shall be written and must be completed by all participants within a previously announced time limit. Examinations in non-laboratory courses may not exceed three hours' duration.

D. Standard Examination Substitutes

With the approval of the department chair or the equivalent supervising administrative officer concerned, instructors may substitute a take-home final examination, an oral examination, or one or more term papers. Deans (or equivalent) must maintain records of these approvals. The method of examination must be announced during the first two weeks of the quarter. If a take-home examination is not assigned until the week designated for final examinations, it should require no more than three hours to complete.

At the same time, CEP members emphasized that Section B in Regulation A465 should be upheld. Neither instructors nor departments may schedule final exams outside of the time and date listed for the course in the schedule of classes. CEP also stresses that the scheduling section of Section B remains in force.

B. Scheduling

Final examinations are to be administered during examination week at the time announced in the Schedule of Classes. Exceptions must be approved by the instructor's Dean and only for sound educational reasons. However, students must have the option of taking examinations at the regularly scheduled time. If the final examination is given before final examination week, substantial student-faculty contact must continue into examination week. In courses that substitute take-home examinations or term papers for final examinations, such assignments shall normally be due during examination week. (Am 4 Jun 81)

The adoption of flexibility regarding the nature of the exam is in response to the pandemic.

I note that the members of CEP were unanimous in their views on this matter. CEP thanks the Senate Chair for giving the Council the opportunity to weigh in on this important topic.

Sincerely yours,

A handwritten signature in cursive script, reading "Charles Anthony Smith". The signature is written in dark ink and is positioned to the right of the typed name.

Charles Anthony Smith, Chair
Council on Educational Policy

REGULATION A465 Final Examinations

A. General Requirements

Final examinations are required in all undergraduate courses, except as provided elsewhere in this regulation. Whenever practical each such examination shall be written and must be completed by all participants within a previously announced time limit. Examinations in non-laboratory courses may not exceed three hours' duration.

C. Scheduling

Final examinations are to be administered during examination week at the time announced in the Schedule of Classes. Exceptions must be approved by the instructor's Dean and only for sound educational reasons. However, students must have the option of taking examinations at the regularly scheduled time. If the final examination is given before final examination week, substantial student-faculty contact must continue into examination week. In courses that substitute take-home examinations or term papers for final examinations, such assignments shall normally be due during examination week. (Am 4 Jun 81)

D. Laboratory or Studio Courses

Examinations are normally not required in laboratory or studio courses or their equivalent as individually determined by the Committee on Courses. At its option, the department (or academic unit) may require a final examination in any laboratory course, subject to prior announcement in the Schedule of Classes for the quarter in question.

E. Standard Examination Substitutes

With the approval of the department chair or the equivalent supervising administrative officer concerned, instructors may substitute a take-home final examination, an oral examination, or one or more term papers. Deans (or equivalent) must maintain records of these approvals. The method of examination must be announced during the first two weeks of the quarter. If a take-home examination is not assigned until the week designated for final examinations, it should require no more than three hours to complete.

F. General Examination in Major

At the end of the quarter in which a student is expected to be graduated, a student may be examined in the major field by the department (or academic unit), the department (or academic unit) may excuse the student from final examination in courses offered by the department (or academic unit) during that quarter, and, with the approval of the Committee on Courses, the department (or academic unit) may assign a credit value to such general examination.