

HUMBOLDT STATE UNIVERSITY
ACADEMIC SENATE

Resolution on Revised *Final Evaluation Week Policy*

#10-08/09-EP – December 9, 2008

RESOLVED: That the Academic Senate of Humboldt State University recommends that the attached *Final Evaluation Week Policy* replace the current *Final Evaluation Week Policy* (2002). The new policy will take effect beginning in Spring Semester of 2009; and be it further

RESOLVED: That Faculty should be widely informed of this policy through at least the following approaches:

1. The Policy shall be printed in the Schedule of Classes
2. The Policy shall be added to the *Faculty Handbook*, where it will replace the current statement on Courses with Final Examinations
3. The Office of Academic Affairs will be responsible for reminding faculty of the policy before every semester by encouraging Deans to offer oral reminders at College meetings, requesting Chairs to remind faculty, and through emails.

Rationale: The existing Final Evaluation Week Policy was approved by the Senate in April of 2002. This revised version reflects several purposes:

- 1) *The policy is updated to reflect the new syllabus policy*
- 2) *The location of final exams is specified so that students and faculty can be located if needed*
- 3) *Various logical inconsistencies in the old policy have been removed*
- 4) *More approaches to distributing the policy have been added to this resolution in the hope that all faculty will become aware of the policy.*

PASSED Unanimously – December 9, 2008 – Academic Senate
APPROVED – February 9, 2009 – President Richmond

Electronic Distribution:
VP for Academic Affairs
Associate VP for Academic Programs and Undergraduate Studies
VP for Administrative Affairs
VP for Student Affairs
VP for University Advancement

HUMBOLDT STATE UNIVERSITY

Final Evaluation Week Policy

The following policy is intended to assist faculty to meet their responsibility to evaluate student achievement during the final evaluation period.

1. Student achievement shall be assessed in all courses during finals week.
2. Students shall be informed of the nature of the final evaluation at the beginning of the semester.
3. All faculty members should remind their students of the final evaluation schedule as published in the Schedule of Classes. Faculty also are urged to include the dates and times of the final evaluation for the class in the course syllabus or other course schedule. Any student who finds it impossible (for serious and compelling reasons) to participate on the date, time or place scheduled must make arrangements in advance with the instructor.
4. The time scheduled for the final evaluations in a class is part of the instructional period for the class. Faculty may use the designated hours allotted during the final evaluation week for any number of summative or evaluative activities. They include but are not limited to presentations, traditional exams, portfolio sharing, performances, critiques, oral examination or field trips. Take home examinations may be submitted during final evaluation week provided the required submission date and time falls no earlier than the designated final evaluation time slot for the course (students may voluntarily submit their work earlier).
5. Final evaluations given during final evaluations week shall not exceed the allotted one hour and 50 minutes.
6. If the final evaluation takes the form of a final examination, it shall be given during the final evaluation time designated for the course (not the week before).
7. The final evaluation time designated for a course as published in the Schedule of Classes may not be changed except in special circumstances, which must be approved in writing by the Department Chair and Dean. If such a situation occurs, students must be accommodated without imposing undue hardship.
8. Classes which involve only laboratory or activity instruction shall have their final evaluations during the class's designated time during the final week of class.
9. Classes which involve both lecture/discussion and laboratory/activity methods of instruction, shall use the appropriate day and time for the lecture portion of the class for the final class evaluation. If a separate final evaluation of laboratory or activity instruction (e.g. laboratory practicum) is desired, it shall be given during designated class time prior to or during the last week of instruction, 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.

ADMINISTRATIVE MEMORANDUM

VPAA 08-06

April 16, 2009

SUBJECT: Revised *Final Evaluation Week Policy*

At the request of the Academic Senate, and the endorsement of the President, approval has been granted to officially replace the current *Final Evaluation Week Policy* (2002) with a revised *Final Evaluation Week Policy* (#10-08/09-EP). The primary purpose of revising the policy is to bring it in line with the new syllabus policy and remove various logical inconsistencies in the old policy. The revised policy shall be printed in the Schedule of Classes, be added to the *Faculty Handbook*, and it will be the responsibility of the Office of Academic Affairs to disseminate reminders to the faculty before every semester. The revised *Final Evaluation Week Policy* will take effect beginning of Spring Semester of 2009.

HUMBOLDT STATE UNIVERSITY

Final Evaluation Week Policy

The following policy is intended to assist faculty to meet their responsibility to evaluate student achievement during the final evaluation period.

1. 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, theater productions that last only 6 weeks, etc.).
2. 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.
3. 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

examinations, or, field trips. In-class final evaluation activities must occur during the final evaluation time designated for the course (not the week before).

4. 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 (student may voluntarily submit their work earlier).
5. The final evaluation time and location designated for a course as published in the Schedule of Classes may not be changed except in special circumstances, which must be approved in writing by the Department Chair and Dean.
6. Students shall be informed of the nature of the final evaluation at the beginning of the semester.
7. All faculty members shall remind their students of the final evaluation schedule as published in the Schedule of Classes. Faculty must include the dates and times of the final evaluation for the class in the course syllabus as specified by HSU's Syllabus Policy. Any student who finds it impossible (for serious and compelling reasons) to participate on the date, time or place scheduled must make arrangements in advance with the instructor.

Passed, Academic Senate (Resolution #10-08/09-EP), December 9, 2008

Approved, President Richmond, February 9, 2009

Merry Phillips

From: Rollin Richmond [Rollin.Richmond@humboldt.edu]
Sent: Monday, February 09, 2009 8:30 AM
To: Merry Schellinger
Cc: Saeed Mortazavi; Robert Snyder; Mary Greta; Patty Lindley
Subject: Resolution on Revised Final Evaluation Week Policy

Dear Merry: Thank you for your memorandum of January 28th. I approve the resolution on a on Revised Final Evaluation Week Policy (#10-08/09-EP). Rollin

Rollin C. Richmond, President
Humboldt State University
Phone: 707-826-3311
Email: rollinr@humboldt.edu
Cell: 707-599-6699

Humboldt State University: Learning to Make a Difference. Visit us on the Web at www.humboldt.edu.