

1 **SAN JOSÉ STATE UNIVERSITY**
2 **Academic Senate**
3 **Instruction and Student Affairs Committee**
4 **September 30, 2024**
5 **Final Reading**

AS 1873

POLICY RECOMMENDATION

Amendment A to S17-1, University Policy, Culminating Activities and Final Examinations Policy

Amends: S17-1

10 **Whereas,** SJSU's final examination periods are among the longest in the CSU system;
11 and

12 **Whereas,** Research shows that students, especially teenagers and young adults, are not
13 the most effective academically in early morning hours. It suggests that taking
14 early morning examinations is akin to taking examinations with jetlag, which can
15 be problematic given that such final examinations and culminating activities may
16 be a significant portion of a student's final course grade; and

17 **Whereas,** In response to this body of evidence, the State of California now requires high
18 schools to begin no earlier than 08:30 AM; and

19 **Whereas,** Early exam times outside of business hours may make commutes challenging
20 for students who rely on public transportation to arrive in time to take a final
21 exam that begins at 07:15 AM, the current start time of final examinations; and

22 **Whereas,** Early morning examination times may also cause stress for students who have
23 family obligations, such as childcare or eldercare, that are dependent on
24 business hours; and

25 **Whereas,** Early morning examination periods may be assigned to classes that start as late
26 as 10:25, which is significantly different than the normal class meeting times;
27 and

28 **Whereas,** The current policy related to culminating activities and final examinations does
29 not provide equal consideration for culminating activities other than final
30 examinations, such as papers, projects, artistic works, presentations, or
31 performances; and

32 **Whereas,** With the expansion of online coursework and programs, the policy should
33 provide specific guidance on culminating activities and final examinations for
34 online, hybrid, and asynchronous courses; and

35 **Whereas,** The current Excused Absence Policy ([S22-2](#)) should be clearly identified and
36 applied within the context of culminating activities for culminating activities and
37 final examinations; therefore, be it,

38 **Resolved,** That University Policy S17-1 be revised as follows.

39 **Approved:** September 22, 2024

40 **Vote:** 10-0-1

41 **Present:** Katelyn Gambian, Lisa Giampaolo, Yoon Chung Han, Resa Kely (non-voting),
42 Amy Leisenring (non-voting), Ravisha Mathur, Kelly Masegian, Marco
43 Meniketti, Soma Sen, Laura Sullivan-Green, Sidhant Sadawarti, Julian Vogel,
44 Gregory Wolcott

45 **Absent:** Leonardo Brown, Eric Rollerson, Jon Tucker

46 **Financial Impact:** None

47 **Workload Impact:** Initial workload for Academic Scheduling to modify the current final exam
48 schedule, as well as update relevant documentation. For the first two years of
49 implementation there will be additional workload for Academic Scheduling. In
50 addition, Academic Affairs will need to provide consistent communication
51 throughout the division to ensure that faculty, students, and staff have access
52 to the updates within the policy.

53 **Approved:** April 29, 2024

54 **Vote:** 14-0-0

55 **Present:** Samuel Brown, Diya Doshi, Lisa Giampaolo, Estevan Guzman, Melinda
56 Jackson (non-voting), Ravisha Mathur, Kelly Masegian, Gilles Muller, Sarab
57 Multani, Iris Price, Eric Rollerson, Soma Sen, Jon Tucker, Julian Vogel,
58 Gregory Wolcott

59 **Absent:** Amy Leisenring (non-voting), Romey Sabalius, Laura Sullivan-Green

60 **Financial Impact:** None

61 **Workload Impact:** Small initial workload for Academic Scheduling to modify the current final
62 exam schedule, as well as update relevant documentation.

63 **Original Policy:**

64 **Approved:** November 14, 2016

65 **Vote:** 16-0-0

66 **Present:** Campsey, Kaufman, Khan, Medina, Medrano, Miller, Nash, Ng (non-voting), Perea,
67 Sen, Simpson, Spica, Sullivan-Green, Trousdale, Walters, Wilson, Whyte

68 **Financial Impact:** None

69 **Workload Impact:** Small workload addition for chairs to educate and consult with faculty
70 members about appropriate culminating experiences.

University Policy

Culminating Activities and Final Examinations

Faculty members are required to have a culminating activity for their courses. This applies to courses offered during Regular Session Fall and Spring¹, during intersessions (Winter and Summer terms), and in all special session programs. Culminating activities may include a final examination, research paper, project, creative work, performance, portfolio, or other appropriate assignment. Supervision, internship, and individual study courses are not required to have a culminating activity.

Culminating activities for Regular Session Fall and Spring Courses, including final examinations, must be completed no later than the last day of the Culminating Activity Period (“Makeup Day²”). Culminating activities for intersession, summer term regular session, and special session courses must be completed no later than the last instructional day².

Timing and Schedule for All Culminating Activities for Regular Session Fall and Spring Courses

Culminating activities, including final examinations, shall not be held or be due prior to the start of the “Culminating Activity Period²” for the given term. They shall not be held or be due during the instructional period or on “Study/Conference Day².”

All courses are assigned a day/time for their culminating activity to be held or be due based on the start time, meeting pattern of the course and its mode of instruction. These “Culminating Activity Time Slots” shall be scheduled during the designated “Culminating Activity Period²,” as assigned in the academic calendar², and shall:

- Be scheduled for no more than two hours in duration;
- Start no earlier than 0830; and,
- Be spaced a minimum of fifteen minutes apart.

Courses with multiple components or multiple meeting patterns must specify which component(s) and/or meeting time(s) will have a culminating activity scheduled.

The schedule for the “Culminating Activity Period” for each Regular Session Fall and Spring courses shall be published prior to the beginning of the registration period.

Final Examinations or other Timed Culminating Activities

In the case where there is to be a scheduled final examination, whether in person

¹ For definitions of term sessions, please refer to <https://www.sjsu.edu/academicscheduling/class-scheduling/types/index.php>.

² For identification of these days, please refer to the academic calendar that applies to your term session.

102 or online, it must occur during the scheduled “Culminating Activity Time Slot” for
103 that course. If a final examination is to be a take-home examination, it may not be
104 due prior to the start of the scheduled “Culminating Activity Time Slot” for that
105 course.

106 Courses with multiple sections may be assigned a day/time for a group final
107 examination. This examination schedule will be announced at the beginning of the
108 semester in the course syllabus.

109 Online or hybrid courses without a designated day or time will be able to select a
110 “Culminating Activity Time Slot” from a designated list offered by the university.

111 Submission Dates for Culminating Activities other than Final Examinations

112 Submission dates and times for final papers, projects, creative works, portfolios,
113 or other culminating activities shall fall no earlier than the beginning of the
114 scheduled “Culminating Activity Time Slot” for the course.

115 **Timing and Schedule for All Culminating Activities for** 116 **Intersession, Summer Regular Session, and Special Session** 117 **Courses**

118 For intersession, summer regular session, and special session courses culminating
119 activities are typically scheduled for the last instructional² day. The culminating activity
120 schedule must be available in the syllabus on the first instructional day² of the course.

121 Courses with multiple components or multiple meeting patterns must specify which
122 component(s) and/or meeting time(s) will have a culminating activity scheduled.

123 **Exceptions to Timing and Schedule for Culminating Activities**

124 Courses may have culminating activities where students cannot feasibly be assessed
125 during the scheduled “Culminating Activity Time Slot.” Instructors or course
126 coordinators, as appropriate, shall provide a rationale for an exception to the college
127 dean for approval, with notification to the department chair/director.

128 Students may request an excused absence for a culminating activity per the university
129 Excused Absence Policy ([S22-2](#)). Students should inform their instructor of the need to
130 reschedule the culminating activity as quickly as feasible so a suitable alternative can
131 be identified.

132 A student may request the rescheduling of a culminating activity if their schedule
133 results in three or more culminating activities held/due within a 24-hour period.
134 Requests must be made at least three weeks prior to the last class instructional day² of
135 the semester. If one of those culminating activities scheduled for that 24-hour period is

136 an individual activity, such as a final paper or project, the deadline for that activity will
137 be moved to a mutually agreeable time within the culminating activity period.

138 **Oversight of Culminating Activities**

139 The department chairs will oversee culminating activities in a manner that assures that
140 the rules for culminating activities are followed. If a dispute arises, the dean (or
141 designee) will be consulted.