

1 **SAN JOSÉ STATE UNIVERSITY**
2 **Academic Senate**
3 **Instruction and Student Affairs Committee**
4 **April 15, 2024**
5 **First Reading**

AS 1872

POLICY RECOMMENDATION

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

Amends: S17-1

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

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

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

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

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

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

Whereas, With the expansion of online coursework and programs, the policy should provide specific guidance on culminating activities for online, hybrid, and asynchronous courses; and

Whereas, The current [Excused Absence Policy](#) should be clearly identified and applied within the context of culminating activities for courses; therefore, be it,

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

34 **Approved:** April 9, 2024

35 **Vote:** 15-0-1

36 **Present:** Samuel Brown, Diya Doshi, Lisa Giampaolo, Estevan Guzman, Melinda
37 Jackson (non-voting), Amy Leisenring (non-voting), Ravisha Mathur, Kelly
38 Masegian, Sarab Multani, Romey Sabalius, Soma Sen, Jon Tucker, Julian
39 Vogel

40 **Absent:** Gilles Muller

41 **Financial Impact:** None

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

44

45 **Original Policy:**

46 **Approved:** November 14, 2016

47 **Vote:** 16-0-0

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

50 **Financial Impact:** None

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

53

University Policy

Culminating Activities and Final Examinations

Faculty members are required to have a culminating activity for their courses. Culminating activities can 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.

Timing and Schedule for All Culminating Activities

Culminating activities, including final examinations, shall not be held or be due prior to the start of the culminating activity period for the given academic year term. They shall not be held or be due during the instructional period or on "Study/Conference Day."

All courses are assigned a day/time for their culminating activity to be held or be due based on the start time and meeting pattern of the course and its mode of instruction. These culminating activity periods shall be scheduled during the final week of the academic year term, as assigned in the academic calendar, 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.

The schedule for the culminating activity period for each academic year term shall be published prior to the beginning of the registration period for that term.

Final Examinations or other Timed Culminating Activities

In the case where there is to be a scheduled final examination, whether in person or online, it must occur during the scheduled culminating activity period for that course. If a final examination is to be a take-home examination, it may not be due prior to the start of the scheduled culminating activity period for that course.

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

Online or hybrid courses without a designated day or time will be able to select a culminating activity period from a designated list offered by the university.

88 Submission Dates for Culminating Activities

89 Submission dates and times for final papers, projects, creative works,
90 portfolios, or other culminating activities shall fall no earlier than the
91 beginning of the scheduled culminating activity period for the course.

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

93 Courses may have culminating activities where students cannot feasibly be
94 examined during the scheduled culminating activity period. Instructors or course
95 coordinators, as appropriate, shall provide a rationale for an exception to the
96 college dean for approval, with notification to the department chair/director.

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

101 A student may request the rescheduling of a culminating activity if three or more
102 are held/due within a 24-hour period. Requests must be made at least three
103 weeks prior to the last class meeting of the semester. If one of those culminating
104 activities scheduled for that 24-hour period is an individual activity, such as a
105 final paper or project, the deadline for that activity will be moved to a mutually
106 agreeable time within the culminating activity period.