

1 **SAN JOSÉ STATE UNIVERSITY**
2 **Academic Senate**
3 **Instruction and Student Affairs Committee**
4 **May 6, 2024**
5 **Final Reading**

AS 1872

6 **POLICY RECOMMENDATION**

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

9 **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:** April 29, 2024

40 **Vote:** 14-0-0

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

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

46 **Financial Impact:** None

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

49 **Original Policy:**

50 **Approved:** November 14, 2016

51 **Vote:** 16-0-0

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

54 **Financial Impact:** None

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

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 sessions 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 session 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 session 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 session from a designated list offered by the university.

91 Submission Dates for Culminating Activities

92 Submission dates and times for final papers, projects, creative works,
93 portfolios, or other culminating activities shall fall no earlier than the
94 beginning of the scheduled culminating activity session for the course.

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

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

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

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