

**SAN JOSÉ STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSÉ, CA 95192**

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

Legislative History:

On September 30, 2024, the Academic Senate approved Amendment A to University Policy S17-1, Culminating Activities and Final Examinations Policy, presented by Senator Sullivan-Green for the Instruction and Student Affairs Committee.

ACTION BY UNIVERSITY PRESIDENT:

Action by University President:

Date: October 7, 2024

Signed and approved by: 
**Cynthia Teniente-Matson, President,
San José State University**

University Policy

**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 times may also cause stress for students who have family obligations, such as childcare or eldercare, that are dependent on business hours; 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 culminating activities and 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 and final examinations for online, hybrid, and asynchronous courses; and

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

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

Approved: September 22, 2024

Vote: 10-0-1

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

Absent: Leonardo Brown, Eric Rollerson, Jon Tucker

Financial Impact: None

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

Approved: April 29, 2024

Vote: 14-0-0

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

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

Financial Impact: None

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

Original Policy:

Approved: November 14, 2016

Vote: 16-0-0

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

Financial Impact: None

Workload Impact: Small workload addition for chairs to educate and consult with faculty 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.

or online, it must occur during the scheduled “Culminating Activity Time Slot” 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 Time Slot” 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 Time Slot” from a designated list offered by the university.

Submission Dates for Culminating Activities other than Final Examinations

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

Timing and Schedule for All Culminating Activities for Intersession, Summer Regular Session, and Special Session Courses

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

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

Exceptions to Timing and Schedule for Culminating Activities

Courses may have culminating activities where students cannot feasibly be assessed during the scheduled “Culminating Activity Time Slot.” Instructors or course coordinators, as appropriate, shall provide a rationale for an exception to the college dean for approval, with notification to the department chair/director. Exceptions will normally be requested before the start of the term and approved by the dean's office and then included in the syllabus. Deadlines for the exceptions will be set by the Office of the Provost.

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

A student may request the rescheduling of a culminating activity if their schedule

results in three or more culminating activities held/due within a 24-hour period. Requests must be made at least three weeks prior to the last class instructional day² of the semester. If one of those culminating activities scheduled for that 24-hour period is an individual activity, such as a final paper or project, the deadline for that activity will be moved to a mutually agreeable time within the culminating activity period.

Oversight of Culminating Activities

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