

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

**S17-1, University Policy, Final Examinations, or Culminating
Activities Policy**

Legislative History:

At its meeting of February 13, 2017, the Academic Senate approved the following policy recommendation presented by Senator Kaufman for the Instruction and Student Affairs Committee. This policy replaces S06-

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

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, Er

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

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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

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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.

Culminating Activity Period² ², 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.

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

that course. If a final examination is to be a take-home examination, it may not be due prior to the end of the 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

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

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.