

6 **Policy Recommendation**
7 **Final Examinations, Evaluations, or Culminating**
8 **Activities Policy**
9

10
11 Legislative history: Replaces S06-4
12

13 Whereas: University policy S06-4 requires that all classes have a final
14 examination or other appropriate culminating activity at the
15 scheduled final examination time; and
16

17 Whereas: There is concern that some faculty have taken it upon themselves
18 to reschedule exams to times that are not allowed by current policy,
19 including during the regular semester or "Study/Conference Day,"
20 to the disadvantage of students; and
21

22 Whereas: The choice of appropriate culminating experience is a curricular
23 matter that rightly belongs to the faculty; therefore be it
24

25 Resolved: that the policy statement below be adopted as university policy on
26 final examinations, evaluations, or culminating activities.
27
28

29 **Final Examinations, Evaluations, or Culminating Activities Policy**
30
31

32 Faculty members are required to have a culminating activity for their courses,
33 which can include a final examination, a final research paper or project, a final
34 creative work or performance, a final portfolio of work, or other appropriate
35 assignment.
36
37

38 **Time Frame for Culminating Activities:**
39

40 In the case where there is to be a timed, sit down final examination or an
41 online synchronous final, it must occur during the scheduled final
42 examination time for that course. The required submission date and time
43 for take-home examinations, final papers or other culminating activities

must fall no earlier than the first day of the final examination period. Online asynchronous final exams are to be treated like take-home exams. Final exams shall not be given, nor culminating activities due, during regularly scheduled class periods or on "Study/Conference Day." Supervision and individual study courses (180, 184, 297, 298, 299) are not required to have a culminating activity.

Exceptions to Time Frame for Culminating Activities:

Exceptions for the above time frame are justified in the following circumstances:

- a. Performance courses in which it is impractical to examine each student individually in the time period assigned for final examinations; e.g. performance courses in theater arts, music, or athletics.

Circumstances in which students may request the rescheduling of a culminating activity:

- a. A student may request the rescheduling of a culminating activity if there is a verifiable emergency.
- b. A student may request the rescheduling of a culminating activity if three or more are scheduled/due within a 24-hour period. Requests must be made at least three weeks prior to the last class meeting of the semester.
 - i. If one of the three or more culminating activities scheduled for the same day is a paper or project, the deadline for the paper/project will be moved to a mutually agreeable time within the final examination period.
 - ii. If three or more finals are scheduled on the same day, the student may request an alternative exam date and/or time from any one of the instructors.
 - iii. If an alternate time for a regularly scheduled final exam period cannot be arranged between the student and the instructor, the rescheduled exam will be taken during the final exam-makeup period.
- c. In the case of either a verifiable emergency or the student having more than two culminating activities scheduled within a 24 hour period: if a student and instructor are unable to reach agreement on rescheduling, the chair will first be consulted. If no agreement can be found through the chair, the dean (or designee) will be consulted.

Oversight of Culminating Activities

- a. The department chairperson will oversee culminating activities (examinations; portfolios; research or creative projects) in a manner that assures that the rules for culminating activities are followed. If a dispute arises, the dean (or designee) will be consulted.

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.