

1 San Jose State University
2 Academic Senate
3 Instruction & Student Affairs Committee
4 November 21, 2016
5 First Reading
6

AS 1640

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

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12 Legislative history: Replaces S06-4

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

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

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

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26 Resolved: that the policy statement below be adopted as university policy on
27 final examinations, evaluations, or culminating activities.
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32 **Final Examinations, Evaluations, or Culminating**
33 **Activities Policy**

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36 Faculty members are required to have a culminating activity for their courses,
37 which can include a final examination, a final research paper or project, a final
38 creative work or performance, a final portfolio of work, or other appropriate
39 assignment.
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42 Time Frame for Culminating Activities:

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Final examinations must occur during the scheduled final examination time in each course. The required submission date and time for take-home examinations, final papers or other culminating activities must fall no earlier than the first day of the final examination period. 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

88 no agreement can be found through the chair, the dean (or
89 designee) will be consulted.

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91 Oversight of Culminating Activities

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- 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.

100 Approved: November 14, 2016

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102 Vote: 16-0-0

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

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108 Financial Impact: None

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110 Workload Impact: Small workload addition for chairs to educate and consult
111 with faculty members about appropriate culminating
112 experiences.

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