

SECTION: 5.0 STUDENTS

SUBJECT: FINAL EXAMINATION MAKE-UP SCHEDULE

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**Title:** Final Examination Make-up Schedule

**Background:** This policy creates a schedule for final examinations to be administered in the event of a Lewis-Clark State College (LC State) closure or delay during the final examination period.

**Point of Contact:** Sr. Vice President/Vice President for Student Affairs

**Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy:** President, Provost, Vice President for Finance and Administration, Instructional Deans, Faculty Senate, Campus Security, Residence Life

**Date of approval by LC State authority:** December 2018

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** May 2025

**Summary of Major Changes incorporated in this revision to the policy:** Need for timely review. Additional sentence added regarding accommodations.

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## 1. Background

- A. Under very rare circumstances, the campus of Lewis-Clark State College or one of its centers may close on a day when classes or final exams had been regularly scheduled. It is also possible that the campus may open with a delayed start. Only the LC State president or their designee is authorized to close campus or delay opening. When these events occur during final examination week, a protocol is needed to ensure a schedule such that exams may be given and that all grades are processed in a timely manner.
- B. In the event of a campus closure or delayed start during the period of final examinations, make-up examination times will be assigned as described here:
  - i. Final examinations that were missed due to a campus closure or a delayed start would be made up at their regularly scheduled time on the Friday of the examination period.
  - ii. Final examinations that were missed due to a second day of cancelled class or delayed start would be made up at their regularly scheduled time on the Saturday following the examination period.
  - iii. Final examinations that were missed due to a third day of cancelled class or delayed start would be made up at their regularly scheduled time on the Sunday following the examination period.
  - iv. Final examinations that were missed due to a fourth day of cancelled class or delayed start would be made up at their regularly scheduled time on the Monday following the examination period.
- C. For example, if the campus was closed on Tuesday of the final examination period and there was a delayed start on Wednesday, examinations normally scheduled for Tuesday would take place at their regularly scheduled time on Friday and examinations that had been missed on Wednesday would take place at their regularly scheduled time on Saturday.
- D. In all circumstances, students and faculty should visit [www.lcsc.edu](http://www.lcsc.edu) to obtain the latest information about the status of the campus and students should regularly check their official student email for communication from their instructors and the college administration.

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- E. Students and faculty are advised to take note of this final examination make-up schedule when planning end-of-semester travel. If conflicts arise due to alternative schedules, reasonable accommodations will be pursued between the student and faculty member.
- F. Grades will be due on noon on the third business day following the last exam day.