

# **2014-2015 Calendar and Schedules Committee Proposal**

## **Make-up Day Policy**

**A Policy for Assigning Make-up Days when Dealing  
with University Closings, Class Cancellations and Exam  
Postponements Due to Inclement Weather or Emergencies**

**The proposal presented  
today had full consensus  
from all the members of  
the committee**

## **Members of 2014-2015 Calendar and Schedules Committee**

<b>Robin Jaffe (Chair)</b>	<b>Theatre- 2015</b>
<b>Laura Ann Forest (Registrar)</b>	<b>Continuing - ex officio</b>
<b>David King</b>	<b>Geosciences – 2015</b>
<b>Christine Schnittka</b>	<b>Curriculum and Teaching – 2016</b>
<b>Elizabeth Zylla-Jones</b>	<b>Communications Disorders – 2016</b>
<b>Sabit Adanur</b>	<b>Engineering – 2017</b>
<b>Stanley Reeves</b>	<b>Engineering - 2017</b>
<b>Meaghan Weir</b>	<b>A&amp;P Representative – 2015</b>
<b>Michael Freeman</b>	<b>Staff Representative – 2016</b>
<b>Olabode Anise</b>	<b>Undergraduate Student Representative – 2015</b>
<b>Sloane Bell</b>	<b>Undergraduate Student Representative – 2015</b>



**A policy for assigning make up days when dealing with university closings, class cancelations and exam postponements due to inclement weather or emergencies**

**If the university closes the process would be:**

**Spring Semester:**

**With any cancelation in a month, the last Saturday of said month would be assigned as the make up day. Any additional cancelations in a month would be assigned the next Saturday in succession until all class days missed have been made up.**

## **Examples:**

***Classes closed***

***January 21, 2015***

***Wednesday***

***January 28, 2015***

***Wednesday***

***Make up day***

***January 31, 2015 (last Saturday of January)***

***Saturday***

***February 7, 2015 (next Saturday in succession)***

***Saturday***

***Classes closed***

***February 25, 2015***

***Wednesday***

***Make up day***

***February 28, 2015 (last Saturday of February)***

***Saturday***

## January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

## February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

**If a cancelation takes place on the Thursday or Friday before the last Saturday of said month or after the last Saturday of the said month, the make up day would be considered in the following month and will take place on the last Saturday of that month.**



## **Example:**

***Classes closed***  
***March 27, 2015***  
***Friday***

***Make up day***  
***April 25, 2015 (last Saturday of April)***  
***Saturday***

***March 30, 2015***  
***Monday***

***April 25, 2015 (last Saturday of April)***  
***Saturday***

# March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

# April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

## **Fall Semester:**

**The Calendar and Schedules Committee in conjunction with the office of the Provost and the office of the Registrar will review which Saturdays will be available after the announcement of the Athletic Department's Football Schedule. Saturdays of away games, and open dates will be available for scheduled make-up days.**

**The first available Saturday will be designated the official make-up day following a cancelation. If that cancelation is on the Thursday or Friday before the first available make-up day, the next available designated day will be assigned.**

## **Example:**

**For 2015 the available days will be if approved:**

**September 5**  
**September 19**  
**October 10**  
**October 17**  
**October 24**  
**November 7**

**There will be no make up days for December or May for the fall and the spring semesters respectively.**

**Assigned reading Days will not be available for Make-up Days.**

**This policy will follow the rules and regulations stated in Auburn University Policy on Class Attendance and not circumvent said policy**

**<https://sites.auburn.edu/admin/universitypolicies/PolicyonClassAttendance.pdf>**

**Although this policy will be followed to create make-up days due to university closings, class cancelations and exam postponements due to inclement weather or emergencies, faculty have the right to not participate in the assigned Make-up Day and are the final arbitrator when it comes to a Attendance policy for their class.**

**Any Questions?**

# **Make-up Day Policy**