

**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:**

**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*  
*Friday*

*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*

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

*March 30, 2015  
Monday*

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

**March**

**April**

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

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

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