

Final Exam Retake Policy

LCC International University's examination retake policy is limited to final examination retakes which are designed to solely address the needs of students who have failed a course or received a grade too low for the course to count toward the major. Furthermore, the final examination retake must afford enough points/percentage for achieving an acceptable revised course grade.

In light of how most LCC professors offer students a variety of ways throughout an entire semester to achieve an acceptable grade, maintaining the necessary GPA for graduation, LCC's existing grade appeal process remains the primary and recommended means for improving a grade. The grade appeal process is found on page 41 of the current school catalogue.

However, if a course failure is the result of a final examination, worth 15% or more of the total grade, the following policy may be implemented:

1. The student may appeal to the instructor and the registrar for a final examination retake. If the appeal is granted, a proctored re-write will take place in person and on campus within the allotted time period.
2. The written appeal must be made by the student within three (3) working days of receiving the course GRADE from the registrar's office. It is to be submitted to both professor and registrar.
3. The professor then has up to seven (7) calendar days in which to respond, administer and mark a re-take, and re-submit the revised course grade to the registrar's office. Should an instructor be absent from campus, the department chair person or the registrar will act on behalf of and with instruction from the instructor.