

CCRI DRIVER EDUCATION MAKE UP HOURS POLICY

- If students miss more than six (6) hours of classroom instruction, they must re-register online to re-take a new course. Students will be required to re-pay a \$120.00 course fee at the time of enrollment.
- There are no partial classes. If you miss more than six (6) hours, you will not be able to join another class where you left off.
- If students miss less than six (6) hours of classroom instruction, they will be able to register for an in-person make-up class **after** the instructor has posted the final grades. This may take up to 3 working days after the end of course date. Students cannot register for a make-up class that runs during their current Driver Ed course.
- If a student registers for a make-up class while their current Driver Ed. course is in session (including the 3 working days before grades are posted), the student will automatically be transferred into the next make-up class after their course completion date.
- Instructors will post students' grades as a **"1 = Incomplete"**, and comments will be added to include the number of hours owed (less than 6), the chapters that were missed and what their current course is.
- Once your Incomplete grade has been posted, then you may go onto CCRI website to register for the make-up class. **There is a \$20.00 fee to register for a make-up class.** Link below.
- https://ccriworkforce.augusoft.net/index.cfm?method=ClassListing.ClassListingDisplay&int_category_id=2&int_sub_category_id=2&int_catalog_id=

At this time, make-up classes are offered once a month on Saturdays, at the Warwick campus. If you have questions or concerns, please email WorkforceTransportation@CCRI.edu or call 401-825-1214. The office hours are Monday – Friday 8:00 a.m. - 4:00 p.m.

Students will take the CCRI DMV Knowledge Exam (Permit Test) during the make-up class. Upon passing the Exam with a minimum score of 70, the instructor, the student will receive a CCRI Certificate of Completion.

**Please note, the DMV Knowledge Exam (permit) is administered twice within the make-up class. Students who owe three (3) hours or less will remain in class until 12:00 p.m. Students who owe 3.5 hours – six (6) hours will remain in class until 3:30 p.m.