

## 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.
- 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 business 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, they 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) and the chapters that were missed.
- 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=](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 Knight campus in Warwick. If you have questions or concerns, please email [WorkforceTransportation@CCRI.edu](mailto:WorkforceTransportation@CCRI.edu) or call 401-825-1214.

\*Please note, class begins at **9:00 a.m. for all students**. If a student owes three (3) or less, they will remain in class until 12:00 p.m. and take the DMV Knowledge Exam. Students who owe between 3.5 hours and six (6) hours, will remain in class until 3:30 p.m. and take the DMV Knowledge Exam. (Permit test)

Upon passing the DMV Knowledge Exam with a minimum score of 70, the instructor will hand the student a CCRI Certificate of Completion. Students who fail the DMV Knowledge Exam during the make-up class will need to contact our Frontline staff for an updated Certificate of Completion so they may go online to <https://ridmvreservations.ri.gov/> and make an appointment to re-take the exam at the RI DMV.