



## **Makeup Class Policy 2016-2017**

To make up an absence, an apprentice may attend class on a night he/she is not regularly scheduled, perform service with Builders Care/5 Star Veteran's Center, or a make-up class designated by each trade's subcommittee.

The apprentice must contact his/her Training Coordinator (Laura Harrington or Will Saunders) within 48 hours of absence to make arrangements for a make-up session.

As some classes cannot accommodate additional students, the Apprentice may be limited in their make-up date options.

The Apprentice must obtain an assignment from his/her regular instructor prior to attending scheduled makeup class. The assignment is to be completed in the makeup class and the Apprentice will sit through the entire class to make up all hours missed.

The Apprentice must submit the completed assignment to his/her regular instructor at his/her next regularly scheduled class.

The Apprentice must also submit a make-up class form to his/her Training Coordinator to receive credit for make-up.

When all these components are completed, the apprentice will be credited with one makeup day for each class he/she attends and notified by his/her Training Coordinator.

The Apprentice is responsible for keeping copies of all make-up form correspondence.