



Northern California Chapter

Electrician Trainee Class Make-up Policy

ABC NorCal Criteria for Make-up Approval:

- Request is submitted within seven (7) days from the last day of class.
- Quiz/exam make-up completed within fifteen (15) days from the last day of class. Under **no circumstances** will an extension be granted.
- No more than three (3) missed quizzes/exams will be allowed for make-up.
- Attendance hours equal to the maximum amount of time permitted to complete exam(s)/quiz(s) will be granted for quiz(s)/exam(s) being made up.

Any student who misses class may be eligible to make-up missed quizzes and/or exams if the student has documented proof of:

- Pre-planned event
- Previously Scheduled Surgery
- Immediate Need of Medical Attention
- Scheduled Court Date
- Childbirth – Defined as accommodating a Students delivery of or participation in the delivery of his/her child or recovery/complications/illness resulting from childbirth
- Other Extenuating Circumstances (at the discretion of the Training Programs Manager)
- Mandatory Contractor Meeting (Union Votes, Required safety, etc.)
- Incarceration
- Severe Illness or Death – Defined as accommodating a Students involvement during the time of severe illness, impending or recent death, and/or the funeral arrangements for and bereavement of, his/her:
 - Mother, Father, Stepmother, Stepfather, Grandparent, Legal Guardian, Current spouse, Son, Daughter, Stepchild, Grandchild, Brother or Sister, Mother-, Father-, Sister-, Brother-, Son- or Daughter-in-law

Please Note: There will be no classroom hours granted for quizzes/exam(s) being made up, only points will be honored.

