



## ACCET Document 18.1.IEP – Satisfactory Progress Policy Checklist

**Institution Name:**

**ACCET ID:**

**City/State:**

**Date of Review:**

**Name of ACCET Reviewer:**

Institutional procedures are clearly defined for determining a student's satisfactory progress based upon established criteria. The institution's Satisfactory Progress policy must comply with ACCET Document 18.IEP – Satisfactory Progress Policy and include the elements identified therein. During the on-site visit, the evaluation team must review Document 18.1.IEP – Satisfactory Program Policy Checklist to ensure that the institution has developed and implemented a written Satisfactory Progress policy that is consistent with Document 18.IEP.

1. Are Satisfactory Progress policies/procedures provided in writing and explained to students?  
 Yes  No
2. Are the Satisfactory Progress policies cumulative, do they include all periods of attendance in the program enrolled, and are they applied consistently to all students attending similar programs?  
 Yes  No
3. Does the institution's Satisfactory Progress policy include the general elements identified in Document 18.IEP – Satisfactory Progress Policy, including the items identified below?

Qualitative measure of student progress (e.g., grade or grade point average)

Yes  No

Quantitative measure, including the total program length in clock hours and the number of clock hours for each level/term

Yes  No

Evaluation of student progress, including mid-term evaluations for terms/sessions of more than four weeks

Yes  No

Linear progression through academic proficiency levels consistent with sound educational standards and Document 18.IEP

Yes  No

Leave of Absence Policy consistent with Document 36.IEP – Leave of Absence Medical Leave, and Vacation Policies, as it affects satisfactory progress

Yes  No

Documented learning plan prepared by the institution and available for those learners who are required to repeat a level more than once

Yes  No

A student's maximum cumulative total length of language training to be no more than 36 months at the institution

Yes  No

Automatic administrative withdrawal of a student who has been absent for a maximum of 30 consecutive calendar days (excluding any scheduled breaks of the institution)

Yes  No

Consequences of failure to meet satisfactory progress standards and how students are notified

Yes  No

Terms and conditions of probation if applicable,

Yes  No

Policy and procedures for a student to appeal a determination that the student is not meeting satisfactory standards

Yes  No

#### **FILE REVIEW**

Based on the active student files selected by the team (see ACCET Document 8.1 - Preparation Checklist For ACCET Evaluation Visit), including the students' academic and attendance records, the institution is to complete the following table, including an explanation for a "no" response identified under any column.

The undersigned, authorized representative of this institution hereby attests to the accuracy and completeness of this document and the information provided to the ACCET visiting team in the completion of this document.

Authorized Signature:

Printed Name:

Date:

Title:

