



ACCET Document 35.1 – Attendance Policy Checklist

Institution Name:

ACCET ID:

Institution Address:

Institutions accredited by ACCET must establish an attendance policy that supports the educational or occupational objectives of the programs/courses offered and is consistent with quality-oriented continuing education and training.

Policy Requirements. The attendance policy must be clearly stated in writing, communicated to students, and include:

1. ☐ A rationale that is based upon the established expected educational or occupational outcomes.
2. ☐ Minimum standards of attendance for completion/graduation that are consistent with sound educational practice and with any applicable attendance requirements of state, federal, accreditation, and/or professional licensing agencies.
3. ☐ A method of tracking attendance, with readily available documentation that permits third-party inspection and validation on site.
4. ☐ Definitions of tardiness and early departure, along with the consequences to students of tardiness or early departure.
5. ☐ If applicable, a description of excused absences, including a clear statement that excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences.
6. ☐ If applicable, a policy relating to make-up work and make-up time, with specific time frames defined. The make-up policy is educationally sound and requires make-up to be equivalent to the content, time, and delivery of the classes missed.
7. ☐ A description of how students will be informed, on a regular and timely basis, of their progress in meeting the standards of attendance.

Additional Policy Requirements for Institutions Offering English for Speakers of Other Languages (ESOL) Programs. The attendance policies and procedures also must be consistent with the following requirement:

- ☐ The minimum acceptable attendance for students enrolled in institutions offering ESOL programs is an 80% attendance rate for completion of a term/session.

Additional Policy Requirements for Vocational Institutions. The attendance policies and procedures of vocational institutions also must:

1. () be consistent with the following requirements: The minimum acceptable attendance for students enrolled in vocational programs is an 80% attendance rate for completion/graduation, unless a higher rate is required by an applicable state or federal agency.
2. () indicate the maximum number of consecutive days absent at which point a student will automatically be considered withdrawn.

Reviewed by:

Date: