



## 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: