

POLICY ON ATTENDANCE REQUIREMENTS

Institutions accredited by ACCET must establish an attendance policy which 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 which are consistent with sound education 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 departures, 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, with specific time frames defined. The make-up policy must be educationally sound and require make-up to be comparable 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 a applicable state or federal agency.
2. indicate the maximum number of consecutive days absent at which point a student will automatically be considered withdrawn.