



ACCET Document 35 – Policy on Attendance Requirements

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 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 work 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 ESOL Programs: The minimum acceptable attendance rate for students enrolled in institutions offering ESOL programs is 80% for completion of a term/session.

Additional Policy Requirements for Vocational Institutions:

1. The minimum acceptable attendance rate for students enrolled in vocational programs is 80% for completion/graduation unless a higher rate is required by an applicable state or federal agency.
2. The policy must indicate the maximum number of consecutive days a student may be absent before being considered automatically withdrawn.

Additional Policy Requirements for Institutions Offering IDL Courses/Programs: ACCET does not consider the act of logging in to an online environment a sufficient measure of attendance. Therefore, the institution's attendance policies and procedures for fully online or hybrid/blended courses must include, at a minimum:

1. A definition of academic engagement to include such activities that demonstrate regular and substantive interaction, which includes, but is not limited to:
 - a. Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.

- b. Submitting an academic assignment.
 - c. Completing an assessment.
 - d. Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
 - e. Participating in a study group, group project, or an online discussion that is assigned by the institution.
 - f. Demonstrating substantive interaction with an instructor about academic content.
2. Graded assignments with due dates that demonstrate regular and substantive interaction that validate the allocation of approved clock hours or credit hours (if applicable) for each course.
 3. Documentation for each course that delineates how the institution accounts for students' time on task compared to the clock hours/credit hours comprising the courses/programs.
 4. The frequency with which students must be academically engaged. Indicate the maximum number of consecutive calendar days in which an online student can show no academic engagement and therefore be considered withdrawn.
 5. Informing students of the time frame within which academic work will be graded.
 6. The institution's policy for the submission of late work.
 7. A method of documenting students' last date of attendance (LDA) in the learning management system.
 8. Monitoring attendance and the calculation of cumulative attendance for graduation purposes.

The institution's implementation of its attendance and academic engagement policies and procedures permits student and third-party review.