**WRITTEN POLICIES AND PROCEDURES REQUIRED IN THE ACCET ANALYTIC SELF-EVALUATION REPORT (ASER)**

**Note:** This is not intended to be a comprehensive list of all required written policies and procedures, but rather a starting point for developing and implementing written policies and procedures for the successful operation of your institution. The Analytic Self-Evaluation Report (ASER) also requests written descriptions of other processes/procedures and Document 29 – Catalog Guidelines and Checklist requires additional policies to be in the catalog of vocational institutions. **Unless otherwise specified, the policies and procedures identified below apply to all types of institutions.**

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<tr>
<th>ACCET STANDARDS</th>
<th>REQUIRED POLICIES AND PROCEDURES</th>
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<tbody>
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<td>I-C Planning</td>
<td>• Policy for establishing, implementing, reviewing, and regularly updating the institution’s one-year and longer range plans.</td>
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| II-A Governance | • Policy to ensure the effective delivery of interactive distance learning (IDL) and guide the establishment, organization, funding, and management of IDL (Institutions offering IDL).  
• Policies for enrolling non-immigrant foreign (F,M,J) students (Institutions authorized to issue I-20s).  
• Policies on the collection, review, and reporting of the maintenance of non-immigrant student status (Institutions authorized to issue I-20s). |
| II-B Institutional Management | • Policies for guiding the day-to-day operation of the institution. |
| II-C Human Resource Management | • Policies for recruitment, selection, hiring, and orientation of all new personnel.  
• Policies for supervision, evaluation, retention, training and professional development of all personnel.  
• An employee handbook or manual. |
| II-D Records | • Policy relative to the institution’s recordkeeping system to ensure that all records are maintained in an accurate, orderly, and up-to-date manner.  
• Policy to ensure the confidentiality of student records.  
• Policy to ensure the rights of students, faculty, and staff to access and review their records.  
• Policy on the retention of student records. |
| III-B Financial Procedures | • Policies to ensure proper financial control and supervision of financial management staff.  
• Cancellation and refund policy consistent with any state/federal requirements and Document 31 or 31.ESL – Cancellation and Refund Policy.  
• Policy for processing refunds consistent with any state/federal requirements and Document 31 or 31.ESL.  
• Policy on the documentation of student financial records.  
• Policy relating to student conduct and terminations. |
| III-C Financial Assistance/Scholarships | • Policy for any student assistance programs, including federal and state financial aid programs.  
• Policy for any scholarship programs to include the scholarship criteria and selection process.  
• Drug and alcohol prevention/awareness policy (Title IV vocational institutions). |
| IV-A Educational Goals & Objectives | • If applicable, policy which defines a credit and the conversion of clock hours to credit hours for academic and financial aid purposes, consistent with federal requirements and Document 15 – Credit Hour and Clock Hour Policy (Title IV vocational institutions). |
| IV-B Program/Instructional Materials | • Policy to ensure that instructional materials are up to date and readily available.  
• Policy on teacher-made instructional materials.  
• Policy on copyright and software licensure infringement as well as the liabilities students may face for unauthorized use/distribution of materials. |
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| V-B Externships/Internships | • If applicable, policy and procedures for externships/internships, including conducting, monitoring, supervising, and evaluating externship/internship experiences.  
• If applicable, policy to ensure prospectively a sufficient number of externship/internship sites. |
| IV-C Curriculum Review/Revision | • Policy for curriculum review and revision, including the solicitation of feedback from relevant constituencies (e.g. faculty, students, graduates, employers, and any advisory/certification boards). |
| V-A Instructional Methods | • Policy to ensure that curricula are followed and consistently applied by all instructional staff. |
| V-B Learning Resources, Equipment, and Supplies | • Policy to ensure that adequate quantities of equipment/supplies are maintained and equipment is upgraded and/or replaced on a regular basis.  
• Policy for handling hazardous waste and disposal of sharps/biohazard containers. (Vocational institutions offering nursing & allied health programs). |
| VI-A Qualifications of Instructional Personnel | • Policy defining the minimum levels of education, training, and experience required of instructors. |
| VI-B Supervision of Instruction | • Policy and criteria for hiring, supervising, and evaluating instructors.  
• Policy for the supervision of instruction, including classroom observations. |
| VI-C Instructor Orientation & Training | • Policy for orienting and training instructional personnel to ensure a consistent, high level of instruction.  
• Policy for the on-going professional development of instructional personnel. |
| VII-A Recruitment | • Advertising and recruitment policy to ensure that informational and promotional materials make only justifiable and probable claims consistent with Document 30 – Policies for Recruitment, Advertising, and Promotional Practices.  
• If applicable, policy to ensure that outside recruiters used to solicit students make only justifiable and provable claims.  
• A catalog consistent with Document 29 – Catalog Guidelines and Checklist (Vocational institutions)  
• Policy for disclosing to applicants, prior to enrollment, any conditions that may adversely impact the students’ ability to benefit from training, sit for certification/licensure, and/or work in the field. (Vocational institutions) |
| VII-B Admissions/Enrollment | • Admissions and enrollment policy consistent with statutory, regulatory, and accreditation requirements. (See Document 23 – Admissions Requirements and Ability to Benefit and, if applicable, Document 29 – Catalog Guidelines and Checklist ) (Vocational institutions)  
• If applicable, policy for the admission and enrollment of non-high school graduates consistent with Document 23.  
• An enrollment agreement consistent with Document 29.1 – Enrollment Agreement Checklist (Vocational institutions). |
| VII-C Transfer of Credit | • Transfer of credit policy consistent with Document 16 – Transfer of Credit Policy (Vocational institutions) |
| VIII-A Performance Measurements | • Policy on performance assessment system and grading.  
• Policy to assure the identity of students enrolled in interactive distance learning and the integrity of the students’ work (Institutions offering IDL). |
• If applicable, policy relating to make-up work.  
• If applicable, a leave of absence policy consistent with Document 36 – Leave of Absence Policy.  
• Policy on student conduct and termination (Vocational institutions) |
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| VIII-C Student Progress | • Policy for monitoring, assessing, and recording student progress consistent with the institution’s assessment system.  
                           • Policy for monitoring Student Academic Progress (SAP) consistent with Document 18 – Satisfactory Academic Progress Policy (Vocational institutions/Title IV).  
                           • Policy for monitoring Student Progress (SP) consistent with Document 18.IEP – Satisfactory Progress Policy (Institutions offering Intensive English Programs) |
| IX-A Student Satisfaction | • Policy for regularly assessing, documenting, and validating student satisfaction relative to the quality of education/training and services provided.  
                          • Policy for resolving student/participant complaints consistent with Document 49 – Policy and Procedures for Processing Complaints. |
| IX-B Employer/Sponsor Satisfaction | • Policy for regularly assessing, documenting, and validating employer and/or sponsor satisfaction relative to the quality of education/training and services provided. |
| IX-C Certification and Licensing | • If applicable, policy and procedures for collecting and recording data on program graduates who sit for licensure/certification examinations, including test dates and proof of test results. |
| IX-D Completion and Job Placement | • Policy for tracking, documenting, and validating completion rates consistent with Document 28 – Completion and Placement Policy.  
                           • Policy for tracking, documenting, and validating placement rates consistent with Document 28 (Vocational institutions). |