

## **POLICY ON ATTENDANCE REQUIREMENTS**

**Standards:** Document 2, Standards for Accreditation, Sections I-C and VIII-B

**Rationale:** Institutions accredited by ACCET must establish an attendance policy which supports the educational or occupational objectives of the programs offered and is consistent with quality oriented continuing education and training.

### **Policy Requirements:**

The policy must

1. be clearly stated in writing;
2. include a rationale that is based upon the established expected educational or occupational outcomes;
2. include minimum standards of attendance for completion/graduation;
3. include a method of tracking attendance that permits validation or inspection on site; and
4. include provisions for tardiness and early departures.