

**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.**

ACCET STANDARDS		REQUIRED POLICIES AND PROCEDURES
I-C	Planning	<ul style="list-style-type: none"> Policy for establishing, implementing, reviewing, and regularly updating the institution's one-year and longer range plans.
II-A	Governance	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Policies for guiding the day-to-day operation of the institution.
II-C	Human Resource Management	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 – <u>Cancellation and Refund Policy</u>. 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 – <u>Credit Hour and Clock Hour Policy</u> (Title IV vocational institutions).
IV-B	Program/Instructional Materials	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Policy to ensure that curricula are followed and consistently applied by all instructional staff.
V-B	Learning Resources, Equipment, and Supplies	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Policy defining the minimum levels of education, training, and experience required of instructors.
VI-B	Supervision of Instruction	<ul style="list-style-type: none"> • Policy and criteria for hiring, supervising, and evaluating instructors. • Policy for the supervision of instruction, including classroom observations.
VI-C	Instructor Orientation & Training	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Advertising and recruitment policy to ensure that informational and promotional materials make only justifiable and probable claims consistent with Document 30 – <u>Policies for Recruitment, Advertising, and Promotional Practices.</u> • If applicable, policy to ensure that outside recruiters used to solicit students make only justifiable and provable claims. • A catalog consistent with Document 29 – <u>Catalog Guidelines and Checklist</u> (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	<ul style="list-style-type: none"> • Admissions and enrollment policy consistent with statutory, regulatory, and accreditation requirements. (See Document 23 – <u>Admissions Requirements and Ability to Benefit</u> and, if applicable, Document 29 – <u>Catalog Guidelines and Checklist.</u>) (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 – <u>Enrollment Agreement Checklist</u> (Vocational institutions).
VII-C	Transfer of Credit	<ul style="list-style-type: none"> • Transfer of credit policy consistent with Document 16 – <u>Transfer of Credit Policy</u> (Vocational institutions)
VIII-A	Performance Measurements	<ul style="list-style-type: none"> • 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).
VIII-B	Attendance	<ul style="list-style-type: none"> • Policy for monitoring and documenting attendance consistent with Document 35 – <u>Policy on Attendance Requirements.</u> • If applicable, policy relating to make-up work. • If applicable, a leave of absence policy consistent with Document 36 – <u>Leave of Absence Policy.</u> • Policy on student conduct and termination (Vocational institutions)

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VIII-C	Student Progress	<ul style="list-style-type: none"> • 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 – <u>Satisfactory Academic Progress Policy</u> (Vocational institutions/Title IV). • Policy for monitoring Student Progress (SP) consistent with Document 18.IEP – <u>Satisfactory Progress Policy</u> (Institutions offering Intensive English Programs)
IX-A	Student Satisfaction	<ul style="list-style-type: none"> • 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 – <u>Policy and Procedures for Processing Complaints</u>.
IX-B	Employer/Sponsor Satisfaction	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Policy for tracking, documenting, and validating completion rates consistent with Document 28 – <u>Completion and Placement Policy</u>. • Policy for tracking, documenting, and validating placement rates consistent with Document 28 (Vocational institutions).