

# ASC Accountability Group Policies

These accountability group policies aim to create a dedicated and supportive environment for students to work and improve their academic skills with guided peer support. These groups are designed to foster accountability, productivity, and learning through structured interactions. By adhering to these policies, each participant has a fair opportunity to benefit from the group's resources and support.

## General Expectations

Students should come to accountability group meetings prepared to engage with the group. Each meeting will begin and end with short discussions of goals, academic skills, or other relevant topics to promote self-reflection and purposeful work time.

Students should bring all of the materials they will need to work productively on academic coursework to each accountability group session. This can include, but is not limited to, the following:

- personal planner or to-do list
- personal laptop or other device
- textbook or other reference materials
- notes from class

## Attendance Expectations

Students will actively choose to join an accountability group at the beginning of the semester. Once placed in a group, students are expected to attend scheduled weekly accountability group meetings.

## Excused Absences

Each student is allowed up to three (3) excused absences per semester. Reasons for excused absence include illness, academically required events, or other important commitments. Students must notify their accountability group leader(s) via email before the regularly scheduled meeting time on the date of their absence. Absences known well in advance should be communicated to the group leader(s) via email as soon as possible.

## Unexcused Absences

Each student is allowed one (1) unexcused absence. Unexcused absences are any absences that occur without prior notice or a valid reason.

## Dismissal from Group

If a student exceeds the defined absence limit – receives more than three (3) excused, or more than one (1) unexcused absence – they will be removed from the group.

If a student believes an absence was marked incorrectly or have a valid reason for exceeding absence limits, they should communicate this with their group leader(s) within one week of their last absence.