



ABET

**ABET QUESTIONNAIRE:
A TEMPLATE FOR
INTERIM REPORTS**

2023-2024 Review Cycle

ENGINEERING ACCREDITATION COMMISSION

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INTRODUCTION

The Interim Report addresses shortcomings identified in the program's previous review in response to Interim Review (IR), Interim Visit (IV), Show Cause Report (SCR) and Show Cause Visit (SCV) accreditation actions. A separate report is required for each program even if identical shortcomings are identified for two or more programs.

REQUIREMENTS AND PREPARATION

The program name used on the cover of the Interim Report **must** be identical to that used in the institutional publications, on the ABET Request for Evaluation (RFE), and on the transcripts of graduates. This will ensure that the program is correctly identified in ABET records and that graduates can be correctly identified as graduating from an accredited program.

The *Questionnaire* focuses only on the shortcomings identified during the previous review. While it is important that the overall structure in the *Questionnaire* be retained, it is not necessary to preserve notes or pages of instructions about preparing the Interim Report.

A program may use terminology different from that used in the *Questionnaire*. If different terminology is used, it is important that the Interim Report provide notes of explanation to clearly link the terminology in the Report to terminology used in the *Questionnaire*.

The **educational unit** is the administrative unit having academic responsibility for the program(s) being reviewed by a given Commission of ABET. For example, if a single program is being reviewed, the educational unit may be the department. If more than one program is being reviewed, the educational unit is the administrative unit responsible for the collective group of programs being reviewed by that Commission. For example, if multiple programs are reviewed, the educational unit may be the college.

SUBMISSION AND DISTRIBUTION OF INTERIM REPORT

NOTE: No email submission is permitted. No hard copy submission will be accepted. No submission on a data stick is permitted. The submission cannot be a combination of hard copy and electronic file.

- **By July 1** of the calendar year of the review:
 - For each program under review, upload **one** Interim Report as a **pdf file on your institution's page in the ABET Administration Management System** using the single document upload option including all appendices. If more than one program at an institution has an interim review, interim reports may be combined and submitted as one document as long as the individual reports remain distinct.

- The Team Chair (and PEVs for IV or SCV actions) will be able to access the Interim Report(s) through the ABET Accreditation Management System. There will be no need to transmit these materials directly to the review team.
- Please send an e-mail to accreditation@abet.org if there are any questions.

CONFIDENTIALITY

All information supplied is for the confidential use of ABET and its authorized agents. It will not be disclosed without authorization of the institution concerned, except for summary data not identifiable to a specific institution or documents in the public domain.

TEMPLATE

The template for an Interim Report begins on the next page.

**ABET
Interim Report**

for the

<Program Name>

at

<University Name>

<Location>

<Date>

CONFIDENTIAL

The information supplied in this Interim Report is for the confidential use of ABET and its authorized agents and will not be disclosed without authorization of the institution concerned, except for summary data not identifiable to a specific institution.

Program Interim Report for EAC of ABET

A. Contact Information

List name, mailing address, telephone number, and e-mail address for the primary pre-visit contact person for the institution, typically the dean.

For reviews that include a visit (those with IV and SCV accreditation actions), list name, mailing address, telephone number, and e-mail address for the primary pre-visit contact person for the program.

B. Deficiencies, Weaknesses and Concerns from Previous Evaluation and the Actions Taken to Address Them

Address each deficiency, weakness, and concern separately.

1. For each shortcoming, quote the text from the previous Final Statement. Address the shortcomings in the order listed in the Final Statement. If a shortcoming was resolved during the 30-day due-process period or with post-30-day due process information, it should not be addressed.
2. Describe the actions taken to resolve the shortcoming and include effective dates of actions. When applicable, supplemental evidence may be provided in an appendix to demonstrate that the program complies with the relevant criterion, policy, or procedure.

C. Additional Evidence to Be Provided During the Visit (only for IV and SCV reviews)

Describe additional evidence to be provided during the visit portion of the review.

SUBMISSION ATTESTING TO COMPLIANCE

Only the Dean or the Dean's delegate can electronically submit Interim Reports. Reports from more than one program may be submitted separately or combined into one file for submission.

ABET considers the on-line submission as equivalent to that of an electronic signature of compliance attesting to the fact that the program has conducted an honest assessment of compliance and has provided a complete and accurate disclosure of timely information regarding compliance with ABET's *Criteria for Accrediting Engineering Programs* to include the General Criteria and any applicable Program Criteria, and the ABET *Accreditation Policy and Procedure Manual*.