

ABET

Applied Science Accreditation Commission
Computer Accreditation Commission
Engineering Accreditation Commission
Technology Accreditation Commission

Instructions to Institutions for Interim Reports

A single Interim Report that addresses all programs for which Interim Reports are required should be prepared. If your institution has received Interim Report actions from more than one Commission, then separate Interim Reports should be prepared for each Commission. The evaluation of this report will address only those issues identified as weaknesses or concerns at the time of the previous visit. Consequently, the Interim Report should specifically address those issues. It is not necessary to prepare a Self-Study Report.

There is no prescribed format for the Interim Report. However, it is suggested that the issues identified at the time of the previous visit be addressed concisely in the same order as they appeared in the most recent Final Statement to the institution. Be sure to cover all points specifically cited. Limit attachments to essentials. Additionally, identify any changes that have occurred since the last evaluation that impact the program, but are not directly associated with the identified issues. These include, but are not limited to, changes in institutional or program administration, changes in curriculum, changes in faculty, changes in facilities, or changes in institutional or programmatic unit mission.

One copy of the Interim Report should be forwarded to ABET Headquarters by July 1. The copy sent to ABET Headquarters should be addressed to:

Accreditation Department – Interim Report
ABET
111 Market Place, Suite 1050
Baltimore, MD 21202-4012

A second copy of the Interim Report should also be forwarded directly to the assigned Team Chair by July 1. Team Chairs are typically assigned in April-May. If your institution has both Interim Report and Interim Visit actions from the same Commission, one Team Chair will be assigned to evaluate the Interim Reports as well as lead the Interim Visit Team.