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**ABET QUESTIONNAIRE:**

**A TEMPLATE FOR**

**ETAC INTERIM REPORTS**

2022-2023 Review Cycle

**ENGINEERING TECHNOLOGY ACCREDITATION COMMISSION**

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# Introduction

A program submits an Interim Report detailing progress made on remaining shortcomings from a previous ETAC review that resulted in an accreditation action of Interim Review (IR), Interim Visit (IV), Show Cause Report (SCR), or Show Cause Visit (SCV).

An Interim Report is a focused report addressing only remaining shortcomings identified in the program’s previous review final statement from the ETAC. Please note a separate report is required for each program even if identical shortcomings were written for two or more programs (since different programs may have taken different actions).

# 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 the program is correctly identified in ABET records and graduates can be correctly identified as graduating from an accredited program.

The Interim Report Questionnaire focuses only on the shortcomings identified during the previous review. While it is important the overall structure in the Interim Report Questionnairebe 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 Interim Report Questionnaire or the criteria’s definition section. However, if different terminology is used, it is important the Interim Report provide notes of explanation to clearly linking the terminology in the Report to terminology used in the Interim Report Questionnaire or criteria definitions.

If previous findings stem from Criterion 5 or 6, the Interim Report may use associated tables found in the General Review Self-Study Questionnaire, e.g., Table 5.1. The format of any of these tables may be modified to present the information more clearly for the program. When this is done, it is suggested that a brief explanatory footnote be included about what was modified and why the table modification was necessary. Rows may be added to or deleted from tables to better accommodate program information.

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

# 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.**

The Interim Report is uploaded using the institution’s login to the ABET Accreditation Management System (AMS), using the same login as when filing the request for accreditation or RFE.

**Upload by July 1** of the calendar year of the review:

* For each program under review, upload **one** Interim Report as a **pdf file via your review tab in the ABET Accreditation Management System.** Use the single document upload option and include all appendices. If more than one program at an institution has an interim review, interim reports may be combined and submitted as one document if the individual reports remain distinct within the file.
* 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 or etac@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 the Interim Report begins on the next page.

These instruction pages should be deleted before the Interim Report’s submission.

**ABET**

**Interim Report**

**for the**

**<Program Name>**

**at**

**<Institution Name>**

**<Location>**

**<Date>**

**CONFIDENTIAL**

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**Program Interim Report**

**For**

**ETAC of ABET**

## A. Contact Information

List name, title, telephone number, and e-mail address for the primary pre-visit contact person for the program. This can be important if the program contact is different from the institutional contacts shown in the RFE.

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

Address each deficiency, weakness, and concern separately.

1. For each shortcoming, **quote the text** from the previous ETAC Final Statement—including any 30-day due process updates and status details. Address the shortcomings in the order listed in that Final Statement. If a shortcoming was noted as resolved in that statement, it should not be addressed in the interim report.
2. Describe the actions taken to resolve the shortcoming and include effective dates of any actions. When applicable, supplemental evidence should be provided in an appendix to demonstrate the program complies with the relevant criterion, policy, or procedure. Often this additional material may be meeting minutes, any documented processes that were revised, samples of assessed student work, evaluations of assessment data, continuous improvement actions taken based on evaluated assessment data, or other decision-making evidence, as well as other factual evidence related to the shortcoming’s resolution.

## 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 Dean’s Delegate can electronically submit the Interim Report.

ABET considers the on-line submission as equivalent to an electronic signature of compliance attesting to the fact that the program 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 Technology Programs* to include the General Criteria, any applicable Program Criteria, and the ABET *Accreditation Policy and Procedure Manual.*