

# INFORMATION FOR PROGRAMS REQUESTING READINESS REVIEW (REv) for the 2024-25 Review Cycle

## ABOUT READINESS REVIEW (REV)

Readiness Review is a non-evaluative screening process intended to determine the programs' appropriateness/eligibility for the applicable/invoked commission and understanding of the accreditation process and its requirements prior to submission of a formal Request for Evaluation (RFE). A formal accreditation review requires commitment of time, resources, funding, and personnel from both ABET and the program's institution. Therefore, ABET's Readiness Review is seen as supportive of a program's accreditation journey. Programs seeking initial accreditation that are housed in an institution without any previously accredited program for a given commission are required to undergo a Readiness Review. Please refer to the most up-to-date ABET [Accreditation Policy and Procedure Manual \(APPM\)](#) section **I.C.** regarding **Eligibility** and section **I.C.5.b.** regarding **Readiness Review**.

## HOW TO PARTICIPATE IN READINESS REVIEW (REV)

Readiness Review (REv) begins October 1, three months prior to the Request for Evaluation (RFE) process, and ends in the second half of December. Participation in REv involves 2 steps which can be initiated as early as March well before the **October 1** deadline.

### **STEP 1 of 2 – File an online Request for Readiness Review (RREv):**

- **March–September** – An institution should notify ABET of intent to seek Readiness Review as early as possible by submitting an online Request for Readiness Review (RREv). ABET will review the RREv then provide the institution with the [submission link](#), [login credentials](#), and [instructions](#) for the online submission of the required Readiness Review Report and transcript information that is due **October 1**.

### **STEP 2 of 2 – Complete the Readiness Review (REv) submission via the ABET provided link:**

- **September–October 1** – An institution uploads the required Readiness Review Report and transcript information to ABET's Readiness Review submission web tool and makes necessary changes anytime between the receipt of the ABET provided link and **October 1**. *No submission after the October 1 deadline will be considered. No email, data stick, or paper submission will be accepted.*
- **First week of October** – An institution that completes the REv submission by October 1 will receive a confirmation of final acceptance from ABET within one week from October 1.

## READINESS REVIEW (REV) TIMELINE

- **October to mid-December** – ABET conducts Readiness Reviews and prepares recommendations.
- **November** – Invoices for Readiness Review fees with payment instructions are issued via [payments@abet.org](mailto:payments@abet.org) to institutions electronically. Payments should be made within 30 days of receipt.
- **15<sup>th</sup> to 20<sup>th</sup> of December** – Recommendation letters from the Readiness Review Committee are sent to institutions electronically. Recommendation letters may be withheld from institutions that do not complete the payment requirement until outstanding balances are resolved.
- **2<sup>nd</sup> Week of January** – Institutions notify ABET of their decision on whether to accept their Readiness Review recommendations.

Request for Evaluation (RFE) must be submitted by January 31. **Note that RFE is not readily available to programs that completed a Readiness Review; it will only be set up for institutions that notify ABET ([ReadinessReview@abet.org](mailto:ReadinessReview@abet.org)) of their intent to submit a formal RFE for the upcoming review cycle.** Once ABET receives the notification and completes the RFE setup, the institution should prepare to complete an online Request for Evaluation (RFE) submission **by January 31**.

## READINESS REVIEW (REV) FEES

- US\$1,100 per program for a given commission. An invoice with the payment instruction will be issued via [payments@abet.org](mailto:payments@abet.org) in November after the RFE submission is fully accepted.

## GUIDELINE ON PREPARING A READINESS REVIEW REPORT

- **Accreditation Policy and Procedure Manual (APPM):**

Please use the most up to date APPM for your Readiness Review submission. However, be aware that an updated version of this document that may include changes must be used for the Self-Study Report you eventually submit the following July 1. The 2024-25 version will be posted by December 2023.

- **Criteria:**

Please use the most up-to-date applicable Criteria for your Readiness Review submission. However, be aware that an updated version of this document that may include changes must be used for the Self-Study Report you eventually submit the following July 1. The 2024-25 version will be posted by December 2023.

Please note that there may be proposed changes to some program criteria currently under a one-year review and comment period until June 15, 2023. If the proposed changes are adopted then approved later in 2023, they will become effective in the following 2024-25 review cycle. These proposed changes for 2024-25 can be found in the back of the currently published 2023-2024 version.

- **Readiness Report Template:**

Please use the applicable template for the **2024-25** Review Cycle posted on the ABET website at <https://www.abet.org/accreditation/get-accredited/accreditation-step-by-step/readiness->

review/ to prepare a Readiness Report.

Highlighted below are topics emphasized during review of a submitted Readiness Review Report:

- Satisfying the eligibility requirements stipulated in APPM Section **I.C.** with particular attention to:
  - Institutional eligibility: APPM I.C.1. through I.C.1.b.(1)
  - Appropriateness for one or more of ABET’s four commissions: APPM I.C.3. through I.C.3.d.(1)
  - Record of student work: APPM I.C.2. through I.C.2.c.
  - Program name: APPM I.C.2.b. & I.C.4.b. through I.C.4.c.(3)
  - First graduate prior to review: APPM I.C.5.a.
- Understanding requirements of Criterion 1 through Criterion 6, and program criteria (if applicable)
- Identifying potential non-compliance issues (refer to “Post Readiness Review” below for available options)
- Being on track to initiate a formal review before the program’s institution invests a significant time, funds, and personnel time on accreditation.

## OUTCOMES – READINESS REVIEW (REV) RECOMMENDATIONS

As referred to in APPM I.C.5.b., the Readiness Review Committee will arrive at one of the following three non-binding recommendations:

- **Submit**                      This recommendation is provided when the Self-Study shows that (1) the program understands requirements of Criterion 1 through Criterion 6 and program criteria, and (2) the reviewer has **not** found any potential non-compliance issues for the program.
- **Postpone**                    This recommendation is provided when the Self-Study shows that (1) the program understands most of the criteria requirements but (2) there are one or more **potential** major non-compliance issues that the program may not be able to address sufficiently within the immediate upcoming review cycle.
- **Not Submit**                 This recommendation is provided when the Self-Study shows that (1) the program does not seem to understand most of the criteria requirements and (2) there are **apparent** major non-compliance issues that the program will most likely need more time to address beyond the immediate upcoming review cycle.

Readiness Review recommendations have no influence on any formal accreditation review and are kept confidential from the ABET Board, ABET Commissions, and any assigned ABET Review Teams. Anyone who is interested in knowing the Readiness Review result must acquire consent and information directly from the reviewed program’s institution.

## POST READINESS REVIEW (REV) – OPTIONS FOR PROGRAMS/INSTITUTIONS

Readiness Review is neither a comprehensive review nor a consultation; it is a cursory review solely based on information provided in a program's Readiness Review Report. Therefore, feedback/recommendation from the Readiness Review Committee is provided "as is"; no further input or discussion is available.

The Readiness Review Committee cannot predict a review team's findings and the final accreditation result that may be granted by the appropriate commission for a given program. It is up to the institution to take the Readiness Review recommendation into consideration and decide the best path forward for the program's accreditation review – either initiate the immediate formal accreditation process by completing the RFE requirements within the required timeframe or defer pursuit of ABET accreditation.

*A Readiness Review result is good for one year.* Typically, programs that have completed the Readiness Review requirement do not need to undergo another Readiness Review regardless of the Readiness Review outcome and can choose to submit a formal RFE for the immediate or following review cycle.

If for unexpected reasons, programs need to postpone the RFE submission beyond one review cycle (if beyond the 2024-25 Review Cycle), please check back with the Readiness Review Committee (preferably well before October 1, 2023) at [ReadinessReview@abet.org](mailto:ReadinessReview@abet.org) to see if another Readiness Review is necessary.

In some cases – when Readiness Review Reports are under-prepared – programs may be required to undergo another Readiness Review. In these cases, the Readiness Review Committee would indicate the requirement to resubmit for Readiness Review in the letter to the program's institution.

Programs that need assistance with preparing for accreditation or need further input regarding the Readiness Review recommendation received may consider the following resources:

- **Informative Events** – ABET offers a variety of events throughout the year (<https://www.abet.org/events-and-workshops/>). We recommend attendance at Symposium and/or Program Assessment Workshops:
- **Symposium** – This annual event (usually in April) provides comprehensive information on various aspects of ABET accreditation. Visit <https://www.abet.org/events/abet-symposium/> for details.
- **Program Assessment Workshop(s)** – Workshops are held concurrently with the Symposium and throughout the year. Visit <https://www.abet.org/assessment/> for further information.
- **Additional Resources** – Please visit <https://www.abet.org/accreditation/get-accredited/additional-resources/>.

## HELPFUL DOCUMENTS AND LINKS

- **ABET Accreditation Policy and Procedure Manual (APPM) –**  
<https://www.abet.org/accreditation/accreditation-criteria/>
- **ABET Criteria –**  
<https://www.abet.org/accreditation/accreditation-criteria/>
- **ABET Readiness Review Templates –**  
<https://www.abet.org/accreditation/get-accredited/accreditation-step-by-step/readiness-review/>
- **ABET Guide for Readiness Reviewers –**  
<https://www.abet.org/accreditation/get-accredited/accreditation-step-by-step/readiness-review/>
- **What Is Accreditation –**  
<https://www.abet.org/accreditation/what-is-accreditation/>
- **Accreditation Outside the U.S. –**  
<https://www.abet.org/accreditation/get-accredited/accreditation-outside-the-u-s/>
- **Accreditation Step-by-Step –**  
<https://www.abet.org/accreditation/get-accredited/accreditation-step-by-step/>
- **Accreditation Costs for Programs Inside the U.S. –**  
<https://www.abet.org/accreditation/cost-of-accreditation/>
- **Accreditation Costs for Programs Outside the U.S. –**  
<https://www.abet.org/accreditation/cost-of-accreditation/fees-for-programs-outside-the-u-s/>

## OTHER QUESTIONS

Contact [ReadinessReview@abet.org](mailto:ReadinessReview@abet.org)