****

**TEMPLATE FOR A
READINESS REVIEW REPORT**

**2025-2026 Readiness Review Cycle**

*Extracted from 2024-25 EAC Self-Study Questionnaire for* ***Stand-Alone Master’s Level Program***

**ENGINEERING ACCREDITATION COMMISSION**

**ABET**

415 N. Charles St.

Baltimore, MD 21201

Phone: 410-347-7700

E-mail: eac@abet.org

Website: <http://www.abet.org>

# INTRODUCTION

This Readiness Review Report Template is largely extracted from the Self-Study Report Templateto assist **stand-alone master’s level programs** in completing their Readiness Review Reports. The report is expected to be a quantitative and qualitative assessment of the strengths and limitations of the **stand-alone** **master’s level program** being submitted for review.

The Report will provide information critical to a Readiness Review of a stand-alone master’s level program. Therefore, the Report will address the extent to which the program meets applicable ABET Criteria and policies. In so doing, it is necessary that the Report address all methods of instructional delivery used for the program, all possible paths that students may take to completion of the degree, and all remote offerings available to students in the program.

This template focuses on the information critical for reviewing only a **stand-alone** master’s level program. **There is a separate Readiness Review Template to be used only by integrated baccalaureate-masters programs****.**

# REQUIREMENTS AND PREPARATION

The program name used on the cover of the Readiness Review Report **must** be identical to that used in the institutional publications, on the ABET Request for Evaluation (RFE), and on the institution’s transcripts (records of student work) 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.

Normally, each program requires a Readiness Review Report.

A Readiness Review for one of ABET’s Commissions must be completed by a program if the program would fall in the scope of that Commission and the institution does not have previously ABET-accredited programs by that Commission.

While the *Template* focuses primarily on accreditation criteria, it also includes questions related to certain sections of the ABET *Accreditation Policy and Procedure Manual* (APPM).

While it is important that the overall structure in the *Template* be retained, it is not necessary to preserve notes or pages of instructions about preparing the Readiness Review Report.

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

Tables in the *Template* may be modified in format to more clearly present the information for the program. When this is done, it is suggested that a brief explanatory footnote be included about why the table was modified. Rows may be added to or deleted from tables to better accommodate program information.

The **educational unit** is the administrative unit having academic responsibility for the program(s) undergoing a Readiness Review relative to a given Commission of ABET. For example, if a single program is preparing for a readiness review, 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 undergoing a Readiness Review relative to that Commission.

# SUPPLEMENTAL MATERIALS

Do **not** submit supplemental materials for a Readiness Review.

# SUBMISSION AND DISTRIBUTION OF SELF-STUDY REPORT

**The Readiness Review Report along with the required transcript information (student’s record of academic work) must be submitted through the ABET-provided link by October 1. Access to this link along with submission instructions will be provided once a Request for Readiness Review (RREv) is accepted. No email, data stick, or paper submission will be accepted.**

See Section MS1.V. under “Students” below for information concerning transcripts that must be submitted for a Readiness Review.

If you have any questions, please send an email to ReadinessReview@abet.org.

# 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 Stand-Alone Master’s Level Readiness Review Report begins on the next page.

**NOTE: In the places where it identifies a section and then directs that you not complete it for the Readiness Review, the purpose is to highlight the sections of the Self-Study Template that are not applicable/required for a Readiness Review.**

**EAC of ABET**

**Stand-Alone Master’s Level Program**

**Readiness Review Report**

**for the**

**<Program Name>**

**at**

**<Institution Name>**

**<Location>**

**<Date>**

**CONFIDENTIAL**

The information supplied in this Readiness Review 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.

**Stand-Alone Master’s Program Readiness Review Report**

**for
EAC of ABET
Accreditation or Reaccreditation**

# BACKGROUND INFORMATION

## Contact Information

List name, mailing address, telephone number, fax number, and e-mail address for the primary contact person for the program.

## Program History

Include the year implemented and the date of the last general review. Summarize major program changes with an emphasis on changes occurring since the last general review.

## Options

List and describe any options, tracks, concentrations, etc. included in the program.

## Program Delivery Modes

Describe the delivery modes used by this program, e.g., days, evenings, weekends, cooperative education, traditional lecture/laboratory, off-campus, distance education, web-based, etc.

## Program Locations

Include all locations where the program or a portion of the program is regularly offered (this would also include dual degrees, international partnerships, etc.).

## Public Disclosure

Provide information concerning all the places where the Program Education Objectives (PEOs) and Student Outcomes (SOs) are posted or made accessible to the public. If this information is posted to the Web, please provide the URLs.

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

This section is **not** applicable for Readiness Review.

**GENERAL CRITERIA FOR MASTER’S LEVEL PROGRAMS**

# CRITERION MS1 STUDENTS

For the sections below, attach any written policies that apply.

*NOTE: "Post-secondary education and/or professional experiences" refers to intermediate and advanced academic and/or professional knowledge, skills and competencies leading to a first and/or second tertiary degree (such as a baccalaureate or master’s degree) or equivalent qualification.*

## Evaluating Student Performance

Summarize the process by which student performance is evaluated and student progress is monitored. Include information on how the mastery of an advanced field of study or area of professional practice is demonstrated by and evaluated for each student.

## Student Program of Study and Educational Goals

Summarize the procedure by which a program of study and education goals are developed for each student, and how these will lead to a mastery of a specific field of study or area of professional practice (consistent with the program name) at an advanced (beyond baccalaureate) level. Describe how the procedure ensures that each student’s program of study at the master’s level includes one academic year of full-time study (equivalent to at least 30 semester hours) beyond the baccalaureate level program.

## Graduation Requirements

Summarize the graduation requirements for the master’s level program and the process for ensuring and documenting that each graduate completes all graduation requirements for the program. If applicable, describe the process and documentation for how course deviations are handled to ensure that graduation requirements are met. State the name of the degree awarded (Master of Science in Chemical Engineering, Master in Computer Science, Master of Engineering in Electrical Engineering, etc.).

## Verification of Post-Secondary Education and Professional Experiences

Summarize the procedures for verifying that each student has completed a set of post-secondary educational and professional experiences that:

1. Supports the attainment of student outcomes of Criterion 3 of the general criteria for baccalaureate level engineering programs, and
2. Includes at least 30 semester credit hours (or equivalent) of math and basic science (basic science includes the biological, chemical, and physical sciences), as well as at least 45 semester credit hours (or equivalent) of engineering topics and a major design experience that meets the requirements of Criterion 5 of the general criteria for baccalaureate level engineering programs.

If the student has graduated from an EAC of ABET accredited baccalaureate program, the presumption is that items (a) and (b) above have been satisfied. If the student has not graduated from an EAC of ABET accredited baccalaureate program document how the program ensures that each student has satisfied this requirement prior to graduation.

## Records of Student Work/Transcripts

The program will provide records of academic work (transcripts) that certify completion of all program requirements and include the name of the program (major, field of study) the degree awarded and the date the degree was awarded.

The program name and degree awarded must be shown in English exactly as they appear on the Request for Evaluation accepted by ABET. (APPM, Section 1.C.2.b)

Transcripts must also provide at minimum the following:

1. The name and address of the institution
2. The name and other identification as appropriate of the student
3. A record of academic work pursued at the institution including identification of courses and/or credits attempted, academic years of each attempt, grade or other evaluation for each attempt, and an indication of all required work attempted, and

A list of required courses and/or credits for which academic work pursued at another institution(s) was accepted to meet the requirements of the program. (APPM, Section I.C.2.a.)

For a Readiness Review, the program must include one graduate’s *official* transcript from the most recent graduating class at the time of the submission. If the program does not have any graduates by the time of the Readiness Review submission, please include a transcript of one student who is currently in the next graduating class or in the last year of the program study. Feel free to keep the graduate/student’s name anonymous. The transcript must be provided through the ABET-provided link as mentioned under Page 3 “Submission and Distribution of Readiness Review Report.”

If there are multiple options/tracks under the program, please include one copy for each option/track.

If your program is located outside the U.S. and the degree conferred information is typically not available on transcripts of your graduates, please include a copy of the graduation certificate/diploma/completion document/etc. that contains the degree awarded information for the same student. Please include an English translation if the official documents are issued in the native language (non-English) only.

Questions? Contact ReadinessReview@abet.org.

Please pay close attention to the Accreditation Policy and Procedure Manual (APPM; <https://www.abet.org/accreditation/accreditation-criteria/>) Section I.C.2. I.C.4. regarding the transcript-related requirements.

# CRITERION MS2 PROGRAM EDUCATIONAL OBJECTIVES

## Mission Statement

Do **not** submit for Readiness Review.

## Program Educational Objectives

List the program educational objectives for the master’s level program and state where they may be found by the general public as required by APPM Section I.A.6.a.

## Consistency of the Program Educational Objectives with the Mission of the Institution

Do **not** submit for Readiness Review.

## Program Constituencies

List the program constituencies. Describe how the program educational objectives meet the needs of these constituencies.

Constituencies are defined by the program and should include those groups that have an interest in the program and are able to provide meaningful input regarding the program educational objectives. For illustrative purposes only, common constituencies include the program’s faculty, alumni, and employers of the program’s graduates.

# CRITERION MS3 STUDENT OUTCOMES

##  Student Outcomes

List the student outcomes for the master’s level program and state where they may be found by the general public as required by APPM Section I.A.6.a.

##  Relationship of Student Outcomes to Program Educational Objectives

Do **not** submit for Readiness Review.

# CRITERION MS4 CONTINUOUS IMPROVEMENT AND PROGRAM QUALITY

This section of your Readiness Review Report should document your processes for regularly assessing, maintaining, and enhancing the quality of the masters component of the program. Assessment is defined as one or more processes that identify, collect, and prepare the data necessary for evaluation.

## Assessment Processes

Provide a description of the assessment processes used to gather the data upon which the evaluation of the program quality is based; include the frequency with which these assessment processes are carried out.

## Maintenance and Enhancement of the Program

Describe how the results of assessment processes are used to maintain and enhance the program. Describe any changes that have been made for the purpose of enhancing the program and the results of those changes (whether or not effective) in those cases where re-assessment of the results has been completed. Indicate any significant future program improvement plans based upon recent assessments. Provide a brief rationale for each of these planned changes.

## Additional Information

Do **not** submit for Readiness Review.

# CRITERION MS5 CURRICULUM

1. Program of Study

Describe how each student’s overall program of post-secondary study satisfies the curricular components of the program criteria relevant to the master’s level program name.

1. Program Curriculum

Describe how the program provides adequate content for each curricular component, consistent with the student outcomes and program educational objectives, to ensure that students are prepared to enter the practice of engineering and includes:

1. a minimum of 30 semester credit hours (or equivalent) beyond the baccalaureate level.
2. topics in a specific field of study or area of professional practice consistent with the program name and at a level beyond baccalaureate-level programs.

# CRITERION MS6 FACULTY

## Faculty Qualifications

Describe the qualifications of the faculty, demonstrating appropriate education and/or experience to teach master’s level courses. Describe how they are adequate to cover all the curricular areas of the master’s level program. This description should include the composition, size, credentials, and experience of the faculty. Complete Table M-1. Include faculty resumes in Appendix B.

## Faculty Workload

Complete Table M-2, Faculty Workload Summary and describe this information in terms of workload expectations or requirements.

## Faculty Size

Discuss the adequacy of the size of the faculty and describe the extent and quality of faculty involvement in interactions with students in the master’s level program, student advising and counseling, university service activities, professional development, and interactions with industrial and professional practitioners including employers of students.

## Professional Development

Provide detailed descriptions of professional development activities for each faculty member.

## Authority and Responsibility of Faculty

Describe the role played by the faculty members with respect to course creation, modification, and evaluation, their role in the assessment, maintenance, and enhancement of the master’s level program. Describe the roles of others on campus, e.g., dean or provost, with respect to these areas.

## Table M-1. Faculty Qualifications

**Name of Program**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Faculty Name | Highest Degree Earned- Field and Year | Rank 1 | Type of Academic Appointment2T, TT, NTT | FT or PT3 | Years of Experience | Professional Registration/ Certification | Level of Activity4H, M, or L |
| Govt./Ind. Practice | Teaching | This Institution | Professional Organizations | Professional Development | Consulting/summer work in industry |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

Instructions: Complete table for each member of the faculty in the program. Add additional rows or use additional sheets if necessary. Updated information is to be provided at the time of the visit.

1. Code: P = Professor ASC = Associate Professor AST = Assistant Professor I = Instructor A = Adjunct O = Other

2. Code: T = Tenured TT = Tenure Track NTT = Non-Tenure Track

3. FT = Full-Time Faculty or PT = Part-Time Faculty, at the institution

4. The level of activity, high, medium or low, should reflect an average over the year prior to the visit plus the two previous years.

## Table M-2. Faculty Workload Summary

**Name of Program**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Faculty Member (name) | PT or FT1 | Classes Taught (Course No./Credit Hrs.) Term and Year2 | Program Activity Distribution3 | % of Time Devotedto the Program5 |
| Teaching | Research or Scholarship | Other4 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. FT = Full-Time Faculty or PT = Part-Time Faculty, at the institution
2. For the academic year for which the Readiness Review Report is being prepared.
3. Program activity distribution should be in percent of effort in the program and should total 100%.
4. Indicate sabbatical leave, etc., under "Other."
5. Out of the total time employed at the institution.

# CRITERION MS7 FACILITIES1

Do **not** submit this section for the Readiness Review.

# CRITERION MS8 INSTITUTIONAL SUPPORT

Do **not** submit this section for the Readiness Review.

# PROGRAM CRITERIA

Describe how the program satisfies the applicable Program Criteria (if any). If the program, by virtue of its title is subject to two or more sets of Program Criteria then describe how the program satisfies each set of Program Criteria recognizing that overlapping requirements need to be satisfied only once.

# Accreditation policies and procedures manual

Do **not** submit this section for the Readiness Review.

**APPENDICES**

# Appendix A-1 – Course Syllabi for Stand-Alone Master’s Level Courses

The following is a suggested format for course syllabi. A different format may be used if all identified content areas are included in a format that is consistent for all syllabi within the Self-Study Report. Maximum length is two pages per syllabus.

Syllabi must be readily readable and digitally accessible with one-inch or larger margins, six or fewer lines of text per inch, and a readable font such as Arial (not Arial Narrow), Courier New, or Palatino Linotype at a font size of 10 points or larger; Times New Roman at a font size of 11 points or larger; or Computer Modern family of fonts at a font size of 11 points or larger.

Required Content Areas

Course number and name

Credits, contact hours

Name(s) of instructor(s) or course coordinator(s)

Instructional Materials

Specific course information

brief description of the content of the course (catalog description)

prerequisites or corequisites

Educational objectives for the course (e.g. The student will be able to explain the significance of current research about a particular topic.)

Brief list of topics to be covered

# Appendix A-2 – Theses and Directed Research Projects

Please describe any requisite or optional requirements for a master’s level thesis and/or directed research project.

# Appendix B – Faculty Vitae

The following is a suggested format for the faculty vitae. A different format may be used if all identified content areas are included in a format that is consistent for all vitae within the Self-Study Report. Maximum length is three pages per vita.

Vitae must be readily readable and digitally accessible with one-inch or larger margins, six or fewer lines of text per inch, and a readable font such as Arial (not Arial Narrow), Courier New, or Palatino Linotype at a font size of 10 points or larger; Times New Roman at a font size of 11 points or larger; or Computer Modern family of fonts at a font size of 11 points or larger.

Required Content Areas

Name

Education – degree, discipline, institution, year

Academic and Professional Experience – institution or entity, rank (if relevant), title, when (e.g., 2002-2007), full-time or part-time

Professional credentials, certifications, or licensing

Professional development activities

Contributions to the discipline (e.g., service, publications or presentations)

# Appendix C – Equipment

Do **not** submit this section for the Readiness Review.

# Appendix D – Institutional Summary

Programs are requested to provide the following information.

## The Institution

1. Name and address of the institution
2. Name and title of the chief executive officer of the institution
3. Name and title of the person submitting this Report.
4. Name the organizations by which the institution is now accredited, and the dates of the initial and most recent accreditation evaluations.

## Type of Control

Description of the type of managerial control of the institution, e.g., private-non-profit, private-other, denominational, state, federal, public-other, etc.

## Educational Unit

Describe the educational unit in which the program is located including the administrative chain of responsibility from the individual responsible for the program to the chief executive officer of the institution. Include names and titles. An organization chart may be included. The educational unit is the administrative unit having academic responsibility for the program(s) being reviewed by a given Commission of ABET.

## Academic Support Units

List the names and titles of the individuals responsible for each of the units that teach courses required by the program being evaluated, e.g., mathematics, physics, etc.

## Non-academic Support Units

List the names and titles of the individuals responsible for each of the units that provide non-academic support to the program being evaluated, e.g., library, computing facilities, placement, tutoring, etc.

## Credit Unit

It is assumed that one semester credit normally represents one class hour or two or three laboratory hours per week for approximately 15 weeks. One academic year normally represents at least 28 weeks of classes, exclusive of final examinations. If other standards are used for this program, the differences should be indicated.

## Tables

Complete the following tables for the program undergoing evaluation

## Table D-1b. Program Enrollment and Degree Data (for Master’s Level Program)

**Name of the Program**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Academic Year | Enrollment Year | TotalUndergrad | TotalMasters | TotalDoctorate | Degrees Awarded |
|  | 1st | 2nd | 3rd | 4th | 5th | Associates | Bachelors | Masters | Doctorates |
| Current |  | FT |  |  |  |  |  |  |  |  |  |  |  |  |
| Year | PT |  |  |  |  |  |  |  |  |  |  |  |

For Readiness Review, give official fall term enrollment figures (head count) for the current and preceding four academic years and undergraduate and graduate degrees conferred during each of those years. The "current" year means the academic year at the time of the Readiness Review submission.

FT—full-time

PT—part-time

## Table D-2. Personnel

**Name of the Program**

Year1: \_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | HEAD COUNT | FTE2 |
| FT | PT |
| Administrative2 |  |  |  |
| Faculty (tenure-track)3 |  |  |  |
| Other Faculty (excluding student Assistants) |  |  |  |
| Student Teaching Assistants4 |  |  |  |
| Technicians/Specialists |  |  |  |
| Office/Clerical Employees |  |  |  |
| Others5 |  |  |  |

Report data for the program being evaluated.

1. Data submitted for the Readiness Review should be for the academic term at the time of the submission.
2. Persons holding joint administrative/faculty positions or other combined assignments should be allocated to each category according to the fraction of the appointment assigned to that category.
3. For faculty members, 1 FTE equals what your institution defines as a full-time load
4. For student teaching assistants, 1 FTE equals 20 hours per week of work (or service).
5. Specify any other category considered appropriate or leave blank.

## SUBMISSION ATTESTING TO COMPLIANCE

Do **not** submit this section for the Readiness Review.