

INFORMATION FOR PROGRAMS REQUESTING READINESS REVIEW (REv) for the 2027-28 Review Cycle

ABOUT READINESS REVIEW (REV)

A Readiness Review is a non-evaluative screening process intended to determine the programs' appropriateness and eligibility for the applicable commission, as well as understanding of the accreditation process and requirements prior to submitting of a formal Request for Evaluation (RFE). A formal accreditation review requires a significant commitment of time, resources, funding, and personnel from both ABET and the program's institution. Therefore, ABET's Readiness Review is designed to support programs in their 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)

The Readiness Review (REv) process begins on September 1, four 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 April well before the **September 1** deadline.

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

- **April – August 15** – Institution notifies ABET of intent to seek a Readiness Review as early as possible by submitting an online Request for Readiness Review (RREv). ABET will review the RREv request and 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 September 1](#).

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

- **August 15 – September 1** – 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 **September 1**. *No submission after the September 1 deadline will be considered. No email, data stick, or paper submissions will be accepted.*
- **First week of September** – Institutions that complete the REv submission by September 1 will receive confirmation of final acceptance from ABET within one week from September 1.

READINESS REVIEW (REV) TIMELINE

- **September to mid-December** – ABET Readiness Review Committee conducts readiness reviews and prepares recommendations.
- **October** – Invoices for Readiness Review fees with payment instructions are issued via payments@abet.org to institutions electronically. Payments should be made by the end of November, within 30 days of invoice issuance.
- **15th to 20th 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.*
- **Mid-January** – Institutions notify ABET of their decision on whether to accept their Readiness Review recommendations.

Request for Evaluation (RFE) is due January 31st. **Note that RFE is not readily available to institutions new to ABET or new to an ABET commission.** Programs that receive a “submit” or “postpone” recommendation must notify ABET (ReadinessReview@abet.org) of their intention, preferably by mid-January. **Note that programs that receive a “not to submit” determination are not eligible for an initial review.**

READINESS REVIEW (REV) FEES

- US\$1,185 per program for a given commission. Please refer to the ABET website at <https://www.abet.org/accreditation/cost-of-accreditation/> for the most up-to-date fee schedule. An invoice with the payment instructions will be issued to your institution from payments@abet.org in **October**, after your Readiness Review submission is fully accepted.

GUIDELINE ON PREPARING A READINESS REVIEW REPORT

- **Accreditation Policy and Procedure Manual (APPM) and Criteria Documents**

Please use the 2026-2027 version of the APPM and Criteria for your Readiness Review submission.

Understand that ABET updates these documents every year. The 2027-28 APPM and Criteria will be posted by December 2026.

If you wish to review proposed changes to the APPM or Criteria, please check the Proposed Changes page on our public website at <https://www.abet.org/accreditation/accreditation-criteria/>.

- **Readiness Review Report Template:**

To prepare a Readiness Report please use the template for the **2027-28** Review Cycle posted on the ABET website at <https://www.abet.org/accreditation/get-accredited/accreditation-step-by-step/readiness-review/>.

Highlighted below are topics emphasized during review of a 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)

OUTCOMES – READINESS REVIEW (REV) RECOMMENDATIONS

Per APPM I.C.5.b., the Readiness Review Committee will arrive at one of the following three findings:

- **Submit** This **non-binding** recommendation is provided when the Readiness Review Report shows that:
(1) the program understands the requirements of Criterion 1 through Criterion 6, program criteria, and APPM and (2) the reviewer has **not** found any potential non-compliance issues for the program.
- **Postpone** This **non-binding** recommendation is provided when the Self-Study shows that:
(1) the program understands most of the criteria and APPM/eligibility 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 to Submit** This **binding** determination is provided when the Self-Study shows that:
(1) the program does not seem to understand most of the criteria and APPM/eligibility requirements, (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, and/or (3) the report is insufficiently prepared and does not provide adequate information to support a suitable recommendation.

Readiness Review findings 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 receive permission directly from the reviewed program’s institution.

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

A 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 review or program-specific feedback is available after December 15th.

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 a "submit" or "postpone" 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 and receive a "submit" or "postpone" recommendation 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 2028-29 Review Cycle), please check back with the Readiness Review Committee (well before August 15, 2027) at ReadinessReview@abet.org to see if another Readiness Review is necessary.

Programs that received a "not to submit" determination, which is binding, will be required to undergo a subsequent Readiness Review *unless* it is indicated otherwise in the feedback letter to the program's institution.

Programs that need assistance with preparing for accreditation may consider using 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/>.
- **Advising Services** – ABET Bridge which is a separate entity and guided by separate governance from ABET maintains a list of qualified advisors to consult. Visit the ABET Bridge website at <https://www.abetbridge.org/> for more information.

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/>
- **How to Prepare a Readiness Review Report –**
<https://www.abet.org/accreditation/get-accredited/accreditation-step-by-step/readiness-review/>
- **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