

ABET - Engineering Accreditation Commission  
**PROGRAM AUDIT FORM**  
**(PROVIDE A COPY TO INSTITUTION AT EXIT MEETING)**

**Institution** \_\_\_\_\_  
**Program Name** \_\_\_\_\_ **Program Evaluator** \_\_\_\_\_  
**Program Criteria Used for Evaluation** \_\_\_\_\_  
**Team Chair** \_\_\_\_\_ **Visit Dates** \_\_\_\_\_

Use "C" for concern, "W" for weakness, and "D" for deficiency in the appropriate line <sup>1</sup> .	Exit Interview	14-Day Response	Due Process	Final
<b>IF THE PROGRAM HAS NO DEFICIENCIES OR WEAKNESSES, CHECK THIS LINE AT EACH APPROPRIATE TIME</b>				
1. STUDENTS				
2. PROGRAM EDUCATIONAL OBJECTIVES				
3. PROGRAM OUTCOMES AND ASSESSMENT				
4. PROFESSIONAL COMPONENT				
5. FACULTY				
6. FACILITIES				
7. INSTITUTIONAL SUPPORT AND FINANCIAL RESOURCES				
8. PROGRAM CRITERIA				

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**<sup>1</sup>Definition of terms:**

**Concern:** A concern indicates that a criterion is currently satisfied; however, potential exists for this situation to change in the near future such that the criterion may not be satisfied. Positive action is required to ensure full compliance with the criteria.

**Weakness:** A weakness indicates that a criterion is currently satisfied but lacks strength of compliance that assures that the quality of the program will not be compromised prior the next general review. Remedial action is required to strengthen compliance with the criteria.

**Deficiency:** A deficiency indicates that a criterion is not satisfied. Therefore, the program is not in compliance with the criteria and immediate action is required.

## RECOMMENDED ACCREDITATION ACTION FORM

Institution \_\_\_\_\_ Program \_\_\_\_\_ Year \_\_\_\_\_

Evaluator \_\_\_\_\_

- \_\_\_\_NGR            This action indicates that the program is in full compliance with the applicable criteria. This action is taken only after a general review and has a typical duration of six years.
- \_\_\_\_RE            This action indicates that satisfactory remedial action has been taken by the institution with respect to weaknesses identified in the prior IR action. This action is taken only after an IR evaluation. This action extends accreditation to the next general review and, thus, has a typical duration of either two or four years.
- \_\_\_\_VE            This action indicates that satisfactory remedial action has been taken by the institution with respect to weaknesses identified in the prior IV action. This action is taken only after an IV evaluation. This action extends accreditation to the next general review and, thus, has a typical duration of either two or four years.
- \_\_\_\_SE            This action indicates that satisfactory remedial action has been taken by the institution with respect to deficiencies identified in the prior SC action. This action is taken only after a SC evaluation. This action typically extends accreditation to the next general review and, thus, has a duration from one to five years.
- \_\_\_\_IR            This action needed indicates that compliance with applicable criteria should be strengthened to ensure that the quality of the program will not be compromised prior to the next review. The nature of the weaknesses is such that an on-site visit will not be required to evaluate the remedial actions taken by the institution. A report focusing on the remedial actions taken by the institution will be required. This action has a typical duration of two years.
- \_\_\_\_IV            This action indicates that compliance with applicable criteria should be strengthened to ensure that the quality of the program will not be compromised prior to the next review. The nature of the weaknesses is such that an on-site visit will be required to evaluate the remedial actions taken by the institution. This action has a typical duration of two years.
- \_\_\_\_SC            This action indicates that a program has deficiencies such that the program is not in full compliance with the applicable criteria. An on-site visit will be required to evaluate the actions taken by the institution to remove the deficiencies. This action has a typical duration of one year.
- \_\_\_\_NA            This action indicates that a program has deficiencies such that the program is in continued non-compliance with the applicable criteria. This action is usually taken only after a SC evaluation or the evaluation of a new, unaccredited program. Accreditation is generally not extended as a result of this action.

If this is a new program, indicate the academic year in which accreditation is to begin (See Section II.C.4. of the Accreditation Policy and Procedure Manual.) \_\_\_\_\_.