



جمهورية العراق

وزارة التعليم العالي والبحث العلمي

جهاز الاشراف والتقويم العلمي



Accreditation Policies and Procedures, “Chapter One”

المجلس الوطني للاعتماد البرامجي للتعليم الهندسي التقني

**National Council of Programmatic
Accreditation for Engineering Technical
Education**

NCPAETE

Introduction:

The purpose of this document is to articulate the policies and procedures that govern the NCPAETE accreditation process. This document is consistent with the NCPAETE Constitution, By-laws, and Rules of Procedure. It is provided for the use of programs, accreditation commissions, team chairs, and program evaluators. The program seeking accreditation is responsible for demonstrating clearly that it is in compliance with all applicable NCPAETE policies, procedures, and criteria.

1. Accreditation Criteria and Definition of Terms

- a) **General Criteria** – These criteria address requirements for all programs at each specific program degree level accredited. For baccalaureate and associate degree level programs, the eight General Criteria are:
 - 1- Students,
 - 2- Program Educational Objectives,
 - 3- Student Outcomes,
 - 4- Continuous Improvement,
 - 5- Curriculum,
 - 6- Faculty,
 - 7- Facilities, and
 - 8- Institutional Support.
- b) **Harmonized General Criteria** – These criteria are a subset of the General Criteria for baccalaureate and associate degree level programs. They are identical in language across all of ABET's accreditation commissions. The harmonized criteria are:
 - 1. Students,
 - 2. Program Educational Objectives,
 - 4. Continuous Improvement,
 - 7. Facilities, and
 - 8. Institutional Support.
- c) **Program Criteria** – These criteria address program-specific requirements within areas of specialization. These criteria have been developed by NCPAETE.
- d) **Proposed New Criteria and Changes to Criteria** – Proposed new criteria or substantive changes to existing criteria will be published for a period of public review and comment. During the review and comment period, proposed criteria will be published in the "Proposed Criteria" section of the appropriate criteria document.

2. Eligibility of Programs for Accreditation Review:

- a) NCPAETE defines institutions and programs for the purpose of establishing eligibility:
 - 1- NCPAETE defines an institution of higher education as an organization that has verifiable governmental, national, or regional recognition to provide educational programs and confer degrees.
 - 2- NCPAETE defines an educational program as an integrated, organized experience that culminates in the awarding of a degree. The program will have program educational objectives (PEOs), student outcomes (SOs), a curriculum, faculty, and facilities.
- b) The institution must demonstrate control over the program to ensure compliance with all accreditation criteria and policies:
 - 1- The institution must demonstrate the authority and ability to produce for each student a record of academic work that describes his or her academic performance. This record must provide, for each student who completes the program, at least the following:

The name and address of the institution.

The name and other identification as appropriate of the student.

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.

A list of required courses/and or credits for which academic work pursued at other institution(s) was accepted to meet the requirements of the program.
 - 2- The institution must demonstrate the authority and ability to produce, for each student who completes the program, a statement of graduation that certifies completion of all program requirements and includes the name of the program (major, field of study), the degree awarded including an indication of the degree level (associate, baccalaureate, masters) and the date the degree was awarded.
 - 3- The institution must have a means of certifying that the record of academic work and the statement of graduation were produced by the institution and all such documents must include the date of issuance.
- c) A program must be accreditable for NCPAETE requirements: Baccalaureate programs accredited are those leading to the professional practice of engineering technology. Associate degree programs prepare graduates for careers as engineering technicians. **The name of every NCPAETE-accredited**

program that includes the word “engineering” in the name of the program must also include the word “technology or technicians” directly after the word “engineering.”

- d) Program names must meet the following NCPAETE requirements:
 - 1- The program name must be descriptive of the content of the program. Each program language must provide NCPAETE with both the name of the program in English and Arabic.
 - 2- The program name must be shown consistently on the record of academic work of its graduates, implying specialization, distinguishable from the degree conferred on the record of academic work of graduates, and in the institution’s electronic and print publications.
 - 3- The program name must meet the General and Program Criteria for the NCPAETE.
- e) For a program to be eligible for an initial accreditation review NCPAETE requires that:
 - 1- A program must have had at least one graduate within the two academic years before the on-site review.
 - 2- A Readiness Review (REv) must be completed for a program(s). Occurring before a program requests an initial accreditation review, REv is a mandatory document screening process that determines an institution’s preparedness to have its program(s) reviewed. It serves to reduce the possibility that an institution without NCPAETE accreditation experience will expend resources for an on-site review before there are adequate preparations.
 - a) A committee comprising NCPAETE members will perform the screening process.
 - b) The outcome of a Readiness Review (REv) for a program is one of three non-binding options:
 - 1- A recommendation to submit the Request For Evaluation (RFE) in the immediate upcoming accreditation review cycle, addressing the REv suggestions, if any;
 - 2- A recommendation to postpone the RFE submission unless substantive changes in the Self-Study preparation and documentation are made; or
 - 3- A recommendation not to submit the RFE in the immediate upcoming accreditation review cycle because it is likely to be rejected or the accreditation review is likely to be unsuccessful

because of factors that do not appear to be addressable in a timely manner.

3. Application and Timeline for Accreditation Review

- a) Programs are considered for accreditation review only at the written request of the institution. An institution contemplating an NCPAETE review for the first time must contact NCPAETE for more information prior to making the formal request.
 - 1- An institution wishing to have programs considered for accreditation must submit to NCPAETE a Request for Evaluation (RFE) not later than **January 31** of the calendar year in which the review is desired. The RFE must be signed by the institutional Chief Executive Officer (President, Chancellor, Rector, or equivalent) and must be submitted with one official record of academic work of a recent graduate for each program listed on the RFE.
 - 2- When submitting an RFE for a general, the institution may suggest the on-site review start date. NCPAETE's first priority is to assign the most appropriate expert as the team chair, and meeting this priority might require a modification of the suggested on-site visit date.
 - 3- An RFE may be modified or withdrawn by the institution at any time up to the beginning of **the July** NCPAETE meeting. Changes to the RFE must be in writing, signed by the institutional administrative officer responsible for NCPAETE Headquarters via electronic and physical mail.
 - 4- **Self-Study Report** – Educational programs at an institution will be evaluated, in part, on the basis of information and data submitted to NCPAETE in the form of a Self-Study Report. The Self-Study Report addresses how a program meets each criterion in addition to applicable policy requirements. The Self-Study Report must include information about all methods of program delivery, all possible paths to completion of the degree, and remote offerings. The Template of a Self-Study Report is posted on the NCPAETE website.
 - 5- NCPAETE conducts all reviews in English. All programs must submit the Self-Study Report in English, and all correspondence between NCPAETE and the program will be in English. Records of academic work and supporting materials are expected to be in English. However, for programs where the language of instruction is not English, official records of academic work may be provided in the language of instruction with English translation of the records of academic work.
- b) The institution and the team chair will mutually determine dates for any on-site review that is required. On-site reviews are normally conducted during

September through **December** of the calendar year in which the review is requested.

- c) The institution will submit a Self-Study Report, as required, for each program to be reviewed to NCPAETE Headquarters **no later than July 1** of the calendar year in which the review is being conducted.
- d) When an on-site review is required, the duration of the review is normally three days from team arrival to departure but may be extended or shortened depending on review requirements. Typically, the on-site review is conducted from Sunday through Tuesday.
- e) As a result of the review, the institution will receive a Draft Statement to the Institution for review and comment.
- f) The institution has **30 days** from receipt of the Draft Statement to provide a Due Process Response to the Draft Statement.
- g) Final action on each program will be based upon the commission's consideration of the findings in the Draft Statement, the analysis of the Due Process Response, and the analysis of additional information received in time for proper consideration. The Draft Statement will be modified to reflect these analyses, resulting in a Final Statement that reflects the final action by the commission.
- h) The institution will receive the Final Statement and the Summary of Accreditation Actions **no later than August 31** of the calendar year following the review.