

Checklist and Recommendations for the Programs Appeals Process for Computer Science

Chapter _____ School _____

A chapter appealing to include a computer science program should first ensure the program is accredited by the Computing Accreditation Commission (CAC) of ABET. The proposal must be approved by the chapter and submit the five documents listed below to Headquarters no later than June 1 of the year in which it desires to appeal to the Convention. Materials beyond those requested will be discarded. Materials submitted as part of incomplete appeals will not be brought to the Convention.

- Program has been approved by a 3/4 vote of the Chapter and 5/7 vote of the Advisory Board.
- A one-page summary describing why the program should be deemed worthy to qualify a student candidate for eligibility.
- One letter of support each from the dean of engineering and from the department chair for the program.
- A copy of the institution's current course catalog (or link to the catalog) including how to identify the set of courses that can be taken by students from the program.
- One copy of the program requirements and its CAC accreditation.
- One copy of the senior capstone syllabus or syllabi (if it spans multiple terms), any and all documents describing its relevance to 'real-world experience' (or industry involvement), and example designs thereon.

Recommendations

As ABET/CAC does not fulfill the stipulations in Article II, Section 1(a), it is suggested that the chapter:

1. Be prepared to answer questions from the Convention committee reviewing the appeal. The chapter should also be prepared to contact by phone a cognizant faculty member for consultative purposes during the Convention.
2. Detail in the one-page summary the nature of the program's capstone and how it may constitute the design aspect necessary for fulfilling a well-rounded 'engineering toolbox'. This may entail a description of the course schedule, the weight placed upon the final project (which should be the focus of the course), and how the capstone project as a whole suffices as 'real-world' experience'.
3. Present the required materials as listed, in order to demonstrate (in order) the approval of the chapter and its institution's respective faculty, the program's ABET accreditation, and the emphasis placed upon the Computer Science capstone project by the program.