

Checklist and Recommendations for the Program Appeals Process

Program being appealed _____

Chapter _____ School _____

A Chapter appealing to include a non-compliant Program under Constitution Article II, Section 1(b) should submit the following three documents 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.

- 1. A one-page summary for each Program being appealed describing why that Program should be deemed worthy to qualify a student candidate for eligibility.
- 2. One letter of support each from the dean of engineering and from the department chair for each Program being appealed.
- 3. Only one copy of the institution's current course catalog, to include tabs to identify the set of courses that can be taken by students from each appealed Program.



Recommendations

The following recommendations are for Chapters appealing the eligibility of students from a Program under Article II, Sections 1(b):

1. Delegates from the appealing Chapter should be prepared to answer questions from the Convention committee reviewing their appeal. They should also be prepared to contact by phone a cognizant faculty member for consultative purposes during the Convention.
2. Chapters should acknowledge any accreditations the appealed Program may have.
3. In the one page summary, Chapters should emphasize the distinct engineering nature of the appealed Program at their institution and what distinguishes this Program from any similar curricula in liberal arts and applied sciences. This might include:
 - a brief outline of a common or core undergraduate engineering program, if it exists, that the appealed Program shares with curricula defined under Article II, Section 2(a).
 - an indication of the degree of overlap in coursework between the appealed Program and curricula from which students are considered eligible.
 - a comparison of the appealed Program with EAC/ABET accredited curricula at the same institution or at other institutions.
 - representative examples of design elements in upper level courses in the appealed Program.
 - sample career paths taken by graduates of the appealed Program.