

ABET

30 Day Due-Process Response

for the

Mechanical Engineering Technology
Program

at

Weber State University

Ogden, Utah



February 8, 2022

This document is a description of the actions taken by the MET Program to address weaknesses cited in the ABET 2021-2022 Accreditation Cycle visit in November 2021 at Weber State University.

Mechanical Engineering Technology (MET) Program Weaknesses

Criterion 1. Students

This criterion states: “The program must have and enforce procedures to ensure and document that students who graduate meet all graduation requirements.” The majority of student transcripts provided insufficient evidence of a documented procedure for prerequisite waivers. The program follows a process that allows instructors the authority to override prerequisites on a case-by-case basis. While the rationales for the waivers were justified, the documentation for these waivers is inconsistent. For example, waivers are frequently not kept in the electronic advising record system. This allows the possibility for errors and inconsistencies in the process, burdening department faculty and impeding student progress. The strength of compliance with this criterion is lacking.

Program Response:

Cause & Discussion

Weber State uses the Ellucian Banner system to manage course prerequisite overrides. When a prerequisite override is performed in the Banner system, the system does not provide an option to add written justification. Our current policy is to assume that faculty granting overrides understand the reason for the prerequisite and are only allowing the override if the student has an equivalent test score or equivalent course from another institution.

Corrective Actions

The mechanical engineering faculty discussed the current approach for managing overrides and found it to lacking. The approach lacks: a) clear instructions to faculty for justified overrides, b) clear documentation of faculty justification of specific overrides, and c) a process to verify that procedure is followed. The faculty created a new override policy that will take affect immediately. This policy is presented below.

Mechanical Engineering Technology (MET) Override Policy

Prerequisite Overrides

All faculty are authorized to process prerequisite overrides for courses they teach according to their best judgment, providing that an equivalent course or test score can be found in the student’s CatTracks profile. Any prerequisite override should be documented in the student’s Catracks profile.

Exceptions for Program Requirements

Only program coordinators have the authority to submit program exceptions in the Catracks degree tracking system. Exceptions to degree requirements are only allowed if the student has taken a

comparable course at another academic institution and the exception must be listed in the student's CatTracks profile along with a detailed explanation (a brief declaration of the action taken is insufficient).

Policy Verification

The Program Coordinator will request a report for overrides each time a program evaluation is conducted to ensure that the above procedures are being followed by faculty.