

## Template Instructions for PAB Criterion 1F/Public Information

*This page accompanies the PAB Template for Criterion 1F/Public Information. Note there are 2 different timeframes for reporting graduation rate and AICP pass rates associated with a graduate vs. an undergraduate degree. You should delete a row that is not applicable to your program.*

### Instructions for using PAB's Public Information Template on Your Website

The Planning Accreditation Board's 2017 Standards require that accredited programs make certain information available on their website regarding programmatic outcomes. The text of Criterion **1F/Public Information** follows:

Public Information: The Program shall routinely provide reliable information to the public on its performance. Such information shall appear in easily accessible locations including program websites. In addition to the following information, programs are encouraged to showcase student achievement, however it may be determined.

- 1) *Student Achievement*: student achievement as determined by the program;
- 2) *Cost*: the cost (tuition and fees) for a full-time student for one academic year;
- 3) *Retention and Graduation*: student retention and graduation rates, including the number of degrees produced each year, the percentage of first-year students (fall entry) who return in the 2nd year (fall entry) for graduate students, and/or the percentage of students enrolled one year after declaring their major for undergraduate students, the percentage of master's students graduating within 4 years, and/or the percentage of bachelor's students graduating within 6 years. Note: graduation rates should be calculated based on the academic year to include summer graduates, not the calendar year.
- 4) *AICP Pass Rate*: the percentage, based on the number who take it, of master's graduates who pass the AICP exam within 5 years of graduation, and/or the bachelor's graduates who pass the AICP exam within 7 years of graduation; and
- 5) *Employment*: the employment rate of fulltime graduates in professional planning, planning-related or other positions within 1 year of graduation.

PAB reviews all websites at the same time Annual Reports are reviewed. The use of this template will: make the review process much more efficient; standardize the information presented for ease of review; and address the many instances of non-compliance due to formats that do not provide information as required by the criterion.

#### Instructions and Expectations:

1. You must present the information using the template. The template should be presented on a standalone webpage, or a single document clearly retrievable, no more than two "clicks" from the Program's url as listed on the PAB website. This information should be labeled clearly as "Public Information," "Performance Indicators," or "Measures of Student Achievement." If PAB is referenced in the presentation it should be referred to as the Planning Accreditation Board.
2. The information can be presented on a single webpage, or it may be presented as a downloadable document either in Microsoft Word or PDF format.
3. You may supplement information presented on the template, but you may not replace it. For example, you may choose to present more than one year of the required data. You may choose to provide additional detail regarding employment of graduates. You may choose to include the number of graduates in a given class that take the AICP exam.
4. 1F1: Student Achievement: Programs can and should use this opportunity to highlight accomplishments related to their unique mission and goals as they pertain to student learning and achievement. This is a program's opportunity to demonstrate its unique qualities and strengths. The measure(s) selected should not be related to items 2-5 of the criterion. A guide with additional detail regarding presentation of this outcome can be found on the PAB website.
5. 1F2: Cost: If cost information is presented on a different institutional webpage, it must be presented in a way that satisfies the PAB criterion in that it must clearly identify the school/college and planning degree.

6. PAB expects information on the website to be current at all times. Please note that APA provides you with AICP exam data each November that is sufficient to comply with PAB requirements. Updating your website based on that annual submission will be sufficient to demonstrate compliance with 1F4 above. Additional AICP data will be sent to programs in their accreditation cycle. Programs with a June SSR deadline will receive exam data up to November. Programs with a September SSR deadline will receive data up to May. There is no need to request any interim or updated information from APA for PAB-related purposes.
7. The PAB Template is ADA compliant in Word format. To save the template in an ADA accessible PDF format, follow these steps:
  - a. *Select* the **File** tab. Next, *select* **Save As** and choose the location where you want the file to be saved on your computer.
  - b. In the **Save As** dialog box, *choose* **PDF** in the **Save as type** list.
  - c. *Select* the **Options** button.
  - d. Make sure the **Document structure tags for accessibility** check box is selected.
  - e. *Select* **OK** to save and close the options window.
8. For further information and tips to make an accessible document, visit [Office Accessibility](#).