



Annual Report

An overview of the annual report due February 6, 2026.



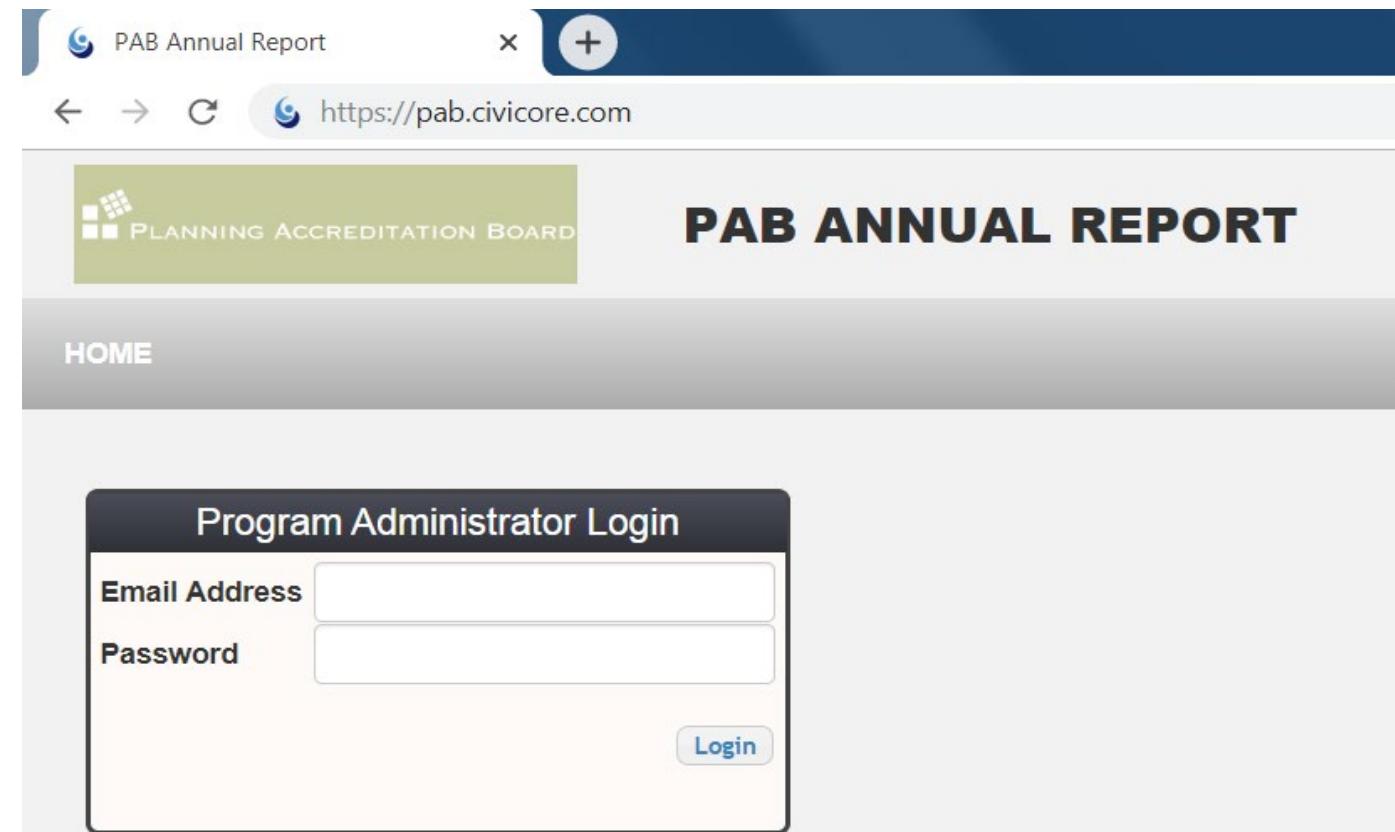
Log into the Annual Report

Log In:

- 1) Go to <https://pab.civicore.com>
- 2) Enter Email Address
- 3) Enter Password

- For help with login information, contact PAB Staff:

Jaclyn Hade
Associate Director
jhade@planningaccreditationboard.org



Accessing the Annual Report

Steps After Logging In:

- 1) Select Institutions
- 2) Select the Institution Name
- 3) Select Programs
- 4) Select the Program Name
- 5) Select Annual Reports
- 6) Select Add current year's report

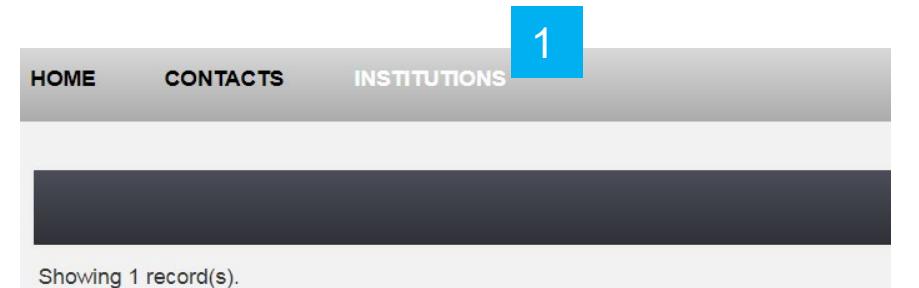
Note: Only institutions with two accredited programs will have more than one program listed to view. Next to the Annual Reports tab is the Faculty FTE tab, which will be needed to complete Part 4 of the report.

Part 4. Student/Faculty Ratio

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Data contained in the Annual Report may be used and shared by PAB for information reporting purposes, with the exception of Part I, Substantive Changes



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 Add current year's report

Let's Begin

First select the report year and program type as different questions show up depending on the level of the program.

Next, go to the bottom of the report, select No then Save.

As you go through the report you can save your progress by selecting Save at the top or bottom of the page.

The system will log you out automatically after a period of inactivity, save often to prevent the loss of information.

Program Information Faculty FTE Annual Reports

*** Required field**

Save Cancel

The Annual Report is defined in the semester system as the time period that begins with the fall session prior to the due date of the report (January 31), and ends with the spring session (or summer session if applicable) in which the report is due (i.e. 2012 Annual Report is for AY 2012-2013). Please note: student composition data is reported as of December 31 of the report year or the fall semester only.

* Report Year

Program Type

Upon completion of the Annual Report, please select 'yes' from the dropdown box and click the save button. This certifies that you have finished the report and wish to submit it to PAB

* Submit Report to PAB

Save Cancel

Sections of the 2025 Annual Report

- Part 1. Substantive Changes
- Part 2. Student Data
- Part 3. Faculty Data
- Part 4. Student/Faculty Ratio

Part 1. Substantive Changes

This section is to notify PAB of changes to your Program in the listed areas in Question #1. If one or more boxes are checked indicating a substantive change, proceed to the text box below to explain the change and its effects.

If no substantive change has occurred, check the box that indicates None of the above changes occurred and proceed to Question #2.

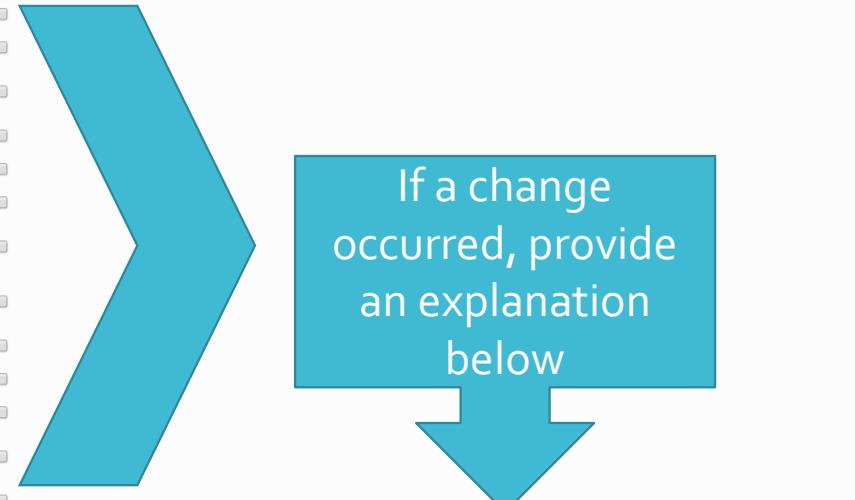
If you have previously submitted a substantive change form do not report the same change again here.

Hide **Part 1: Substantive Changes**

1. If your program has undergone a Substantive Change since the most recent review or annual report, you must notify PAB of the change. Please select any changes that apply and explain how the program is managing the noted change in the text box below. Substantive Changes include, but are not limited to the following:

The withdrawal, or risk thereof, of institutional accreditation
 A change or variation in the name of the Program and/or Degree title
 A change or variation in the length of the Program (i.e. minimum of 2 and 4 years of full-time study for graduate and undergraduate degrees, respectively)
 A change or variation in the Program's primary focus
 A change in location or administrative unit for the Program
 A significant change in curriculum requirements and/or credit hours
 A significant change in the method of delivery of courses such that ≥25% of required credit hours are offered through distance, correspondence, or other alternate delivery
 The appointment of a program administrator or interim administrator who does not have tenure, or who does not have an educational background or substantial experience in planning
 An increase or decrease of 20% or more in the number of enrolled students
 A decrease of 20% or more in the number of teaching faculty
 A decrease of 50% or more of the number of minority or female faculty
 A change in resources affecting the ability to deliver the Program, including the addition of a new degree program
 Other material change *Describe and provide detail below.*
 None of the above changes occurred since our last annual report, progress report or self-study.

Please explain the reason and effect of the noted Substantive Change on the program as it relates to compliance with PAB accreditation standards.



If a change occurred, provide an explanation below

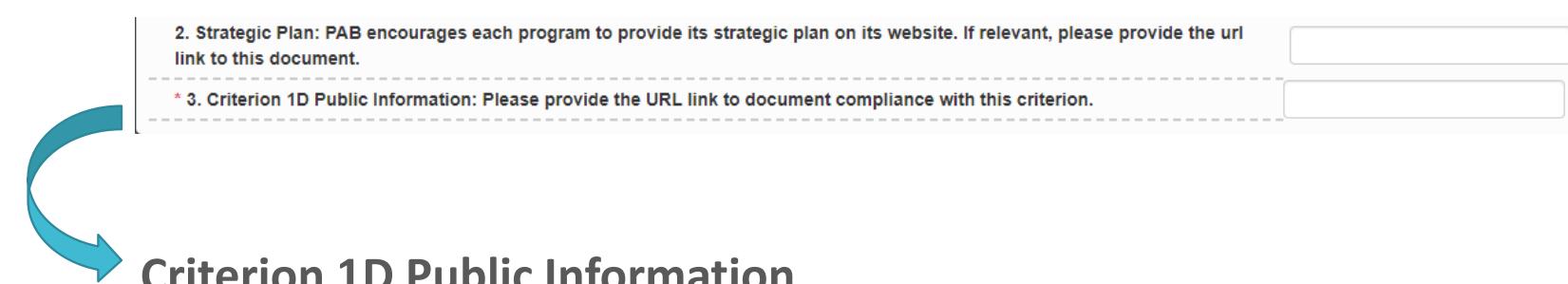
- If there were no substantive changes, select None of the above

Part 1. continued

For Question #2, if your program provides a link to the current strategic plan on your website you may list the link in the space provided.

For Question #3, the Public Information template for Criterion 1D can be found on the PAB website. Please provide the direct link to the completed template on your program's website in this section.

- Public Information must be up to date by February 6.**



Criterion 1D Public Information

- Template can be found on the PAB Website under Accreditation Resources at <https://www.planningaccreditationboard.org/public-information-template/>

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Reporting

Materials for Presentation of Public Information/Criterion 1D

Accredited programs are required to make certain performance-related data available to the public at all times. Programs are required to use the PAB-designed template for presenting this information. All programs will be provided updated AICP exam data annually each November. PAB has also developed a guide to assist programs with their unique measures of student achievement.

Template for PAB Criterion 1D/Public Information (ADA accessible Word document) [Download](#)

Instructions for 1D reporting [Download](#)

Guide for Student Achievement as Determined by the Program (PDF) [Download](#)

Part 2. Student Data

The data entered in the Student Enrollment Status and Gender table should be for students in the fall semester of the report year. Full-time and part-time student status are determined by the program.

Hide **Student Enrollment Status and Gender**

Provide composition data on the Program's student body for the most recent academic year.

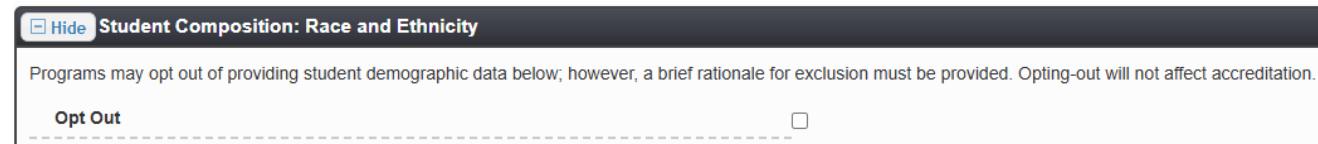
	Full-Time Male	Full-Time Female	Full-Time Non-Binary	Part-Time Male	Part-Time Female	Part-Time Non-Binary	Total
U.S. Citizens and Permanent Residents	<input type="text"/>	0					
International Students	<input type="text"/>	0					
Total Students	0	0	0	0	0	0	0

- Provide Student Enrollment Status and Gender from fall 2025
- Programs may include non-binary data if applicable

Student Composition Data

The data entered in the Student Enrollment Status and Gender table should be for students in the fall semester of the report year. Full-time and part-time student status are determined by the program.

- Programs may opt out of providing student demographic data consistent with applicable law and institutional policy.



Hide Student Composition: Race and Ethnicity

Programs may opt out of providing student demographic data below; however, a brief rationale for exclusion must be provided. Opting-out will not affect accreditation.

Opt Out

- If the Opt Out checkbox is selected, provide a rationale for exclusion in the Reason for opt-out field.



Opt Out

* Reason for opt-out

To complete this table, provide the demographic data of the Program's student body. First fill in the race rows for Full-Time and Part-Time students who are U.S. Citizens or Permanent Residents only. The table will total these for you automatically. Next, complete the **Ethnicity** section for each column by entering how many of those students are Hispanic or Latino. Then list the remaining students in Not Hispanic or Latino.

- The two ethnicity numbers must add up to the Total U.S. Citizens and Permanent Residents Only in each column.**

Student Enrollment Status, Race and Ethnicity U.S. Citizen and Permanent Residents Only

Hide **Race and Ethnicity: US Citizen and Permanent Residents Only**

Provide the demographic data of the Program's student body for the most recent academic year. Ethnicity supplements Race data. Provide ethnicity out of the Total U.S. Citizens and Permanent Residents.

	Full-Time	Part-Time	Total
Asian			0
Black or African American			0
Native Hawaiian / Pacific Islander			0
Native North American / Indigenous			0
White			0
Some Other Race Alone			0
Two or More Races			0
Unknown			0
Total US Citizens and Permanent Residents Only	0	0	0
Ethnicity			
Hispanic or Latino			0
Not Hispanic or Latino			0

Student Enrollment Data

New Students Admitted refers to the initial cohort group for the year specified in the heading.

Retention Rate

Bachelor's programs: the percentage of students enrolled one year after declaring their major

Master's programs: the percentage of first-year students who return in the 2nd year

Hide **Student Enrollment Data Academic Year 2024-2025**

Provide admissions data for the academic year specified (example provided below).

Number of Applications Reviewed for Admission <small>?</small>	
Number of Applicants Admitted	
Number of New Students Admitted who Enrolled - Full-Time	
Number of New Students Admitted who Enrolled - Part-Time	
Number of Total Students Enrolled - Full-Time	
Number of Total Students Enrolled - Part-Time	
Retention Rate - Full-Time <small>?</small>	%
Retention Rate - Part-Time <small>?</small>	%

- **Number of Applications Reviewed for Admission** – applicants reviewed in AY 2024-25 for Fall 2025.
- **Number of Applicants Admitted** – students admitted to the Fall 2025 class out of the applications reviewed above.
- **Number of New Students Admitted who Enrolled** – the amount of new students admitted above that enrolled in classes for Fall 2025.
- **Number of Total Students Enrolled** – the number of new students enrolled above as well as any previously admitted students that enrolled for Fall 2025.
- **Retention Rate** – the percentage of students who began studies in Fall 2024 and continued into Fall 2025.



Student Graduation Data

Depending on which report type is selected when beginning the annual report, these fields will appear differently.

Three of the fields for each program are required on the 1D template.

AICP Candidates can be included in exam data.

Master's Program

Hide Student Graduation Data

Number of degrees awarded for AY 2024-2025	1D	
Number of degrees expected for AY 2025-2026		
Percentage of students graduating within 2 years, entering class of 2023		%
Percentage of students graduating within 3 years, entering class of 2022		%
Percentage of students graduating within 4 years, entering class of 2021	1D	
Percentage of students taking the AICP exam within 3 years who pass, graduating class of 2021	1D	%
N/A, no graduates from the listed class year have taken the exam	<input type="checkbox"/>	

Provide additional detail pertaining to retention and/or graduation data here (if applicable):

Bachelor's Program

Hide Student Graduation Data

Number of degrees awarded for AY 2024-2025	1D	
Number of degrees expected for AY 2025-2026		
Percentage of students graduating within 4 years, entering class of 2021		%
Percentage of students graduating within 5 years, entering class of 2020		%
Percentage of students graduating within 6 years, entering class of 2019	1D	
Percentage of students taking the AICP exam within 5 years who pass, graduating class of 2019	1D	%
N/A, no graduates from the listed class year have taken the exam	<input type="checkbox"/>	

Provide additional detail pertaining to retention and/or graduation data here (if applicable):

Student Employment Data

Provide the number of graduates in each employment status.

For the 1D Public Information template, convert the first row, Graduates employed within 1 year of graduation in a planning or planning related job, into a percent.

Hide **Student Employment Data**

Provide the student employment data for the graduating class of 2024.

Number of graduates employed within 1 year of graduation in a professional planning or planning-related job	<input type="button" value="Convert to % for 1D"/>
Number of graduates who pursue further education within 1 year of graduation	<input type="text"/>
Number of graduates not employed in planning or planning-related jobs or unemployed within 1 year of graduation	<input type="text"/>
Number of graduates with unknown employment status	<input type="text"/>
Total <input type="button" value="?"/>	<input type="text" value="0"/>

- Provide the number of all graduates, regardless of part-time or full-time enrollment status, in part-time or full-time positions

Faculty Type

For PAB accreditation purposes, faculty are defined as follows:

The data entered for Faculty should be current up to Spring 2026.

- **Full-Time in Planning Unit** are tenured, tenure track, and non-tenure track faculty hired with multi-year contracts. Graduate teaching assistants are excluded. Full-time in Planning Unit faculty are employed full-time by the University with a primary appointment in the planning unit.
- **Part-Time in Planning Unit** are tenured, tenure track and contract faculty from other academic departments in the University who teach: graduate core courses required for the planning degree; courses in other departments required for planning specializations; and/or courses in other departments taken as an elective by a critical mass of planning students. Graduate teaching assistants are excluded.
- **Adjunct** and other instructional faculty are not employed full-time by the University, who teach specific courses on a course-by-course basis.

Part 3. Faculty Data

The data entered in the Faculty Enrollment Status and Gender table should be current up to Spring 2026.

Faculty Status and Gender																
	Full-Time M T/TT	Full-Time F T/TT	Full-Time NB T/TT	Full-Time M Contract	Full-Time F Contract	Full-Time NB Contract	Part-Time M T/TT	Part-Time F T/TT	Part-Time NB T/TT	Part-Time M Contract	Part-Time F Contract	Part-Time NB Contract	Adjunct M	Adjunct F	Adjunct NB	Total
US Citizens and Permanent Residents Only															0	
International Faculty															0	
Total Faculty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

- Provide Faculty Status and Gender current up to Spring 2026
- *Table note: T/TT = Tenured/Tenure Track
M = Male, F = Female, NB = Non-binary*

Faculty Composition Data

- Programs may opt out of providing faculty demographic data consistent with applicable law and institutional policy.

Faculty Composition: Race and Ethnicity

Programs may opt out of providing faculty demographic data below; however, a brief rationale for exclusion must be provided. Opting-out will not affect accreditation.

Opt Out

- If the Opt Out checkbox is selected, provide a rationale for exclusion in the Reason for opt-out field.

Opt Out

*** Reason for opt-out**

To complete this table, provide the demographic data of the Program's student body. First fill in the race rows for Full-Time and Part-Time students who are U.S. Citizens or Permanent Residents only. The table will total these for you automatically. Next, complete the **Ethnicity** section for each column by entering how many of those students are Hispanic or Latino. Then list the remaining students in Not Hispanic or Latino.

- The two ethnicity numbers must add up to the Total U.S. Citizens and Permanent Residents Only in each column.**

Faculty Race and Ethnicity

U.S. Citizen and Permanent Residents Only

Faculty Race and Ethnicity: US Citizens and Permanent Residents Only

Provide the demographic data of the Program's faculty for the most recent academic year. Ethnicity supplements Race data. Provide ethnicity out of the Total U.S. Citizens and Permanent Residents.

	Full-Time T/TT	Full-Time Contract	Part-Time T/TT	Part-Time Contract	Adjunct	Total
Asian						0
Black or African American						0
Native Hawaiian / Pacific Islander						0
Native North American / Indigenous						0
White						0
Some Other Race Alone						0
Two or More Races						0
Unknown						0
Total US Citizens and Permanent Residents Only	0	0	0	0	0	0
Ethnicity						
Hispanic or Latino						0
Not Hispanic or Latino						0

AICP Representation in Faculty

Hide AICP Representation in Faculty

Provide the number of teaching faculty in the accredited program who are members of AICP (including FAICP).

Full-time in Planning Unit AICP Faculty

Part-time in Planning Unit AICP Faculty

Adjunct AICP Faculty

Total AICP Faculty

0

- List the number of teaching faculty who are members of AICP (including FAICP).

Part 4. Student/Faculty Ratio

Several of the fields in this section are automatically generated based on information previously provided in this report.

Complete the Faculty FTE section of the report by clicking on the Faculty FTE tab at the top of the page.

Provide the total faculty teaching FTE for the current academic year and the program's definition of a full-time teaching load.

- Update this section for the current year to get the Total Teaching Faculty FTE
- There are example FTE calculations on the Faculty FTE tab for different faculty situations.

Submit Report

Once the report is complete and all sections have been reviewed for accuracy, select Yes from the drop down menu and then select Save to submit the annual report to PAB.

Additional Questions

Visit the FAQ page on the PAB website

For technical issues, please contact Jaclyn Hade



Upon completion of the Annual Report, please select 'yes' from the dropdown box and click the save button. This certifies that you have finished the report and wish to submit it to PAB for review. Once it is submitted, the Program will not be able to make edits.

* Submit Report to PAB

-- Select --

Save Cancel

-- Select --

Yes

No

- To submit the report, select Yes from the drop down menu, and then select Save
- Once the report is submitted, the Program will not be able to make edits

Frequently Asked Questions (FAQs)

PAB Staff

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