



# Annual Report

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



# Log into the Annual Report

## Log In:

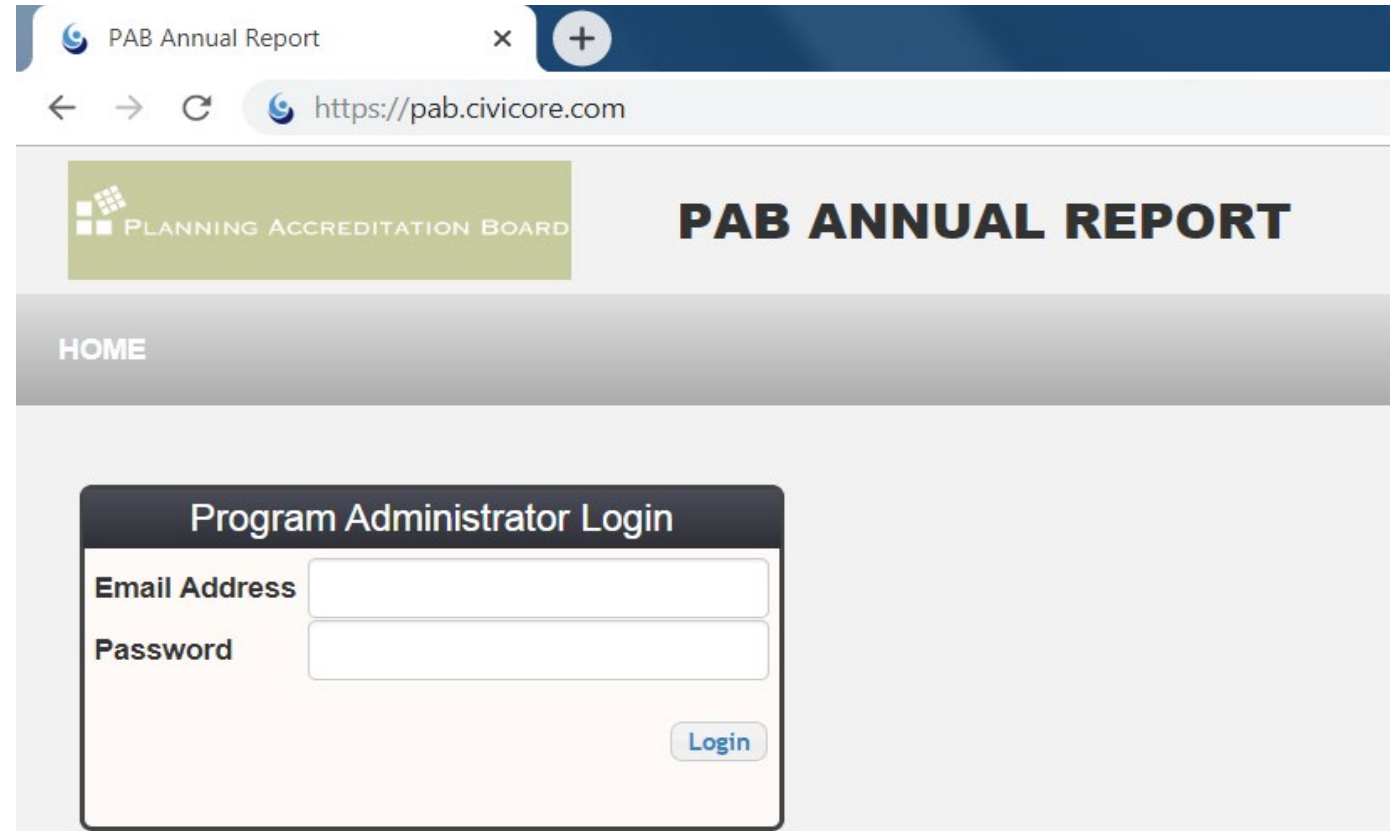
- 1) Go to <https://pab.civicore.com>
- 2) Enter Email Address
- 3) Enter Password

- For help with login information, contact PAB Staff:

Jaclyn Hade

Associate Director

[jhade@planningaccreditationboard.org](mailto:jhade@planningaccreditationboard.org)



The screenshot shows a web browser window with the title 'PAB Annual Report' and the URL 'https://pab.civicore.com'. The page features the Planning Accreditation Board logo and the text 'PAB ANNUAL REPORT'. Below this is a 'HOME' link. The main content area contains a 'Program Administrator Login' form with fields for 'Email Address' and 'Password', and a 'Login' button.

# 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

The screenshot displays a web application interface with the following elements:

- Step 1:** The top navigation bar has tabs for HOME, CONTACTS, and INSTITUTIONS. The INSTITUTIONS tab is highlighted with a blue square labeled '1'.
- Step 2:** Below the navigation bar, there is a search bar labeled 'Institution Name' with a blue square labeled '2' next to it. Below the search bar is a text input field labeled 'Your Institution Name' and a 'view' button.
- Step 3:** Below the search bar, there is a tabbed interface with three tabs: 'School Information', 'Program Administrator', and 'Programs'. The 'Programs' tab is highlighted with a blue square labeled '3'.
- Step 4:** Below the 'Programs' tab, there is a search bar labeled 'Program Name' with a blue square labeled '4' next to it. Below the search bar is a text input field labeled 'Your Program Name' and a 'view' button.
- Step 5:** Below the search bar, there is a tabbed interface with three tabs: 'Program Information', 'Faculty FTE', and 'Annual Reports'. The 'Annual Reports' tab is highlighted with a blue square labeled '5'.
- Step 6:** Below the 'Annual Reports' tab, there is a button labeled 'Add current year's report' with a green plus icon and a blue square labeled '6' next to it.

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

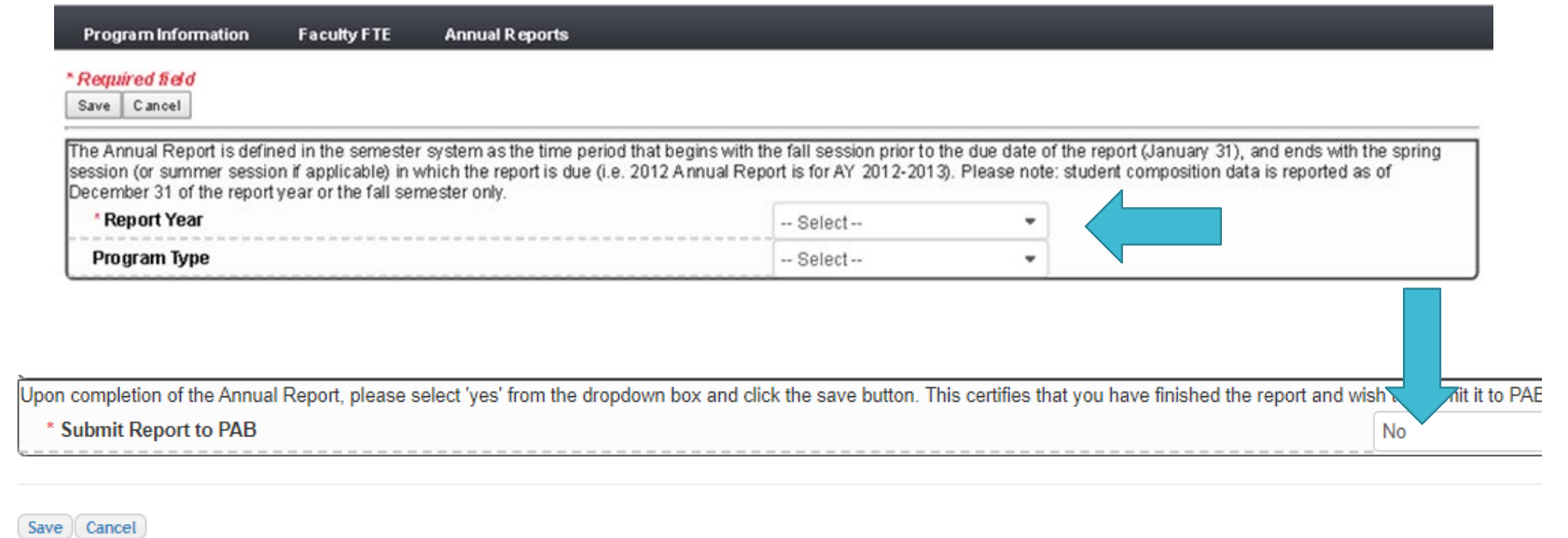
# Let's Begin

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.



The screenshot shows a web form titled "Annual Reports" with tabs for "Program Information", "Faculty FTE", and "Annual Reports". A red asterisk indicates a required field. Below the tabs are "Save" and "Cancel" buttons. A text box explains the Annual Report definition. Below this are two dropdown menus: "Report Year" and "Program Type", both showing "-- Select --". A blue arrow points to the "Report Year" dropdown. Below the dropdowns is a section titled "Submit Report to PAB" with a "No" button. A blue arrow points down to this section. At the bottom of the form are "Save" and "Cancel" buttons, with a blue arrow pointing up to the "Save" button.

**\* 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** -- Select --

**Program Type** -- Select --

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 PAE

**\* Submit Report to PAB** No

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:

<b>The withdrawal, or risk thereof, of institutional accreditation</b>	<input type="checkbox"/>
A change or variation in the name of the Program and/or Degree title	<input type="checkbox"/>
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)	<input type="checkbox"/>
A change or variation in the Program's primary focus	<input type="checkbox"/>
A change in location or administrative unit for the Program	<input type="checkbox"/>
A significant change in curriculum requirements and/or credit hours	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
An increase or decrease of 20% or more in the number of enrolled students	<input type="checkbox"/>
A decrease of 20% or more in the number of teaching faculty	<input type="checkbox"/>
A decrease of 50% or more of the number of minority or female faculty	<input type="checkbox"/>
A change in resources affecting the ability to deliver the Program, including the addition of a new degree program	<input type="checkbox"/>
Other material change <i>Describe and provide detail below.</i>	<input type="checkbox"/>
None of the above changes occurred since our last annual report, progress report or self-study.	<input type="checkbox"/>

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

- 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.**

2. Strategic Plan: PAB encourages each program to provide its strategic plan on its website. If relevant, please provide the url link to this document.

\* 3. Criterion 1D Public Information: Please provide the URL link to document compliance with this criterion.



## Criterion 1D Public Information

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

The screenshot shows the Planning Accreditation Board website. The header includes links for News, About Us, and FAQs. The main navigation bar lists Administrators and Educators, Site Visitors, Resources & Publications, Accredited Programs, and Why Accreditation. The page is titled 'Reporting' and 'Materials for Presentation of Public Information/Criterion 1D'. It states that accredited programs are required to make certain performance-related data available to the public. Below this, there are three download links: 'Template for PAB Criterion 1D/Public Information (ADA accessible Word document)', 'Instructions for 1D reporting', and 'Guide for Student Achievement as Determined by the Program (PDF)'. Each link has a 'Download' button next to it.



# 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.

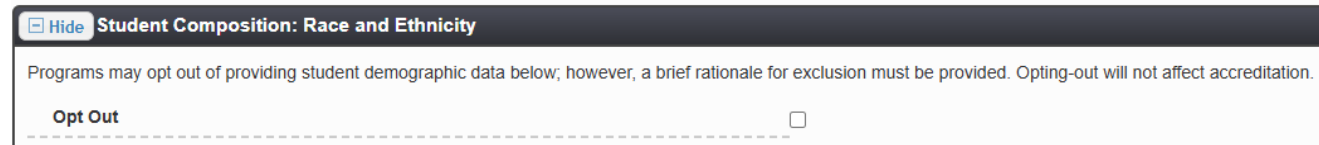
	Full-Time Male	Full-Time Female	Full-Time Non-Binary	Part-Time Male	Part-Time Female	Part-Time Non-Binary	Total
U.S. Citizens and Permanent Residents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>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

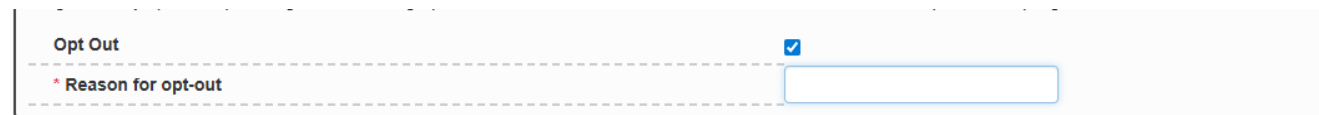


[Hide](#) Student Composition: Race and Ethnicity

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.

Student Enrollment Status, Race and Ethnicity			
	Full-Time	Part-Time	Total
Asian	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Native Hawaiian / Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Native North American / Indigenous	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
White	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Some Other Race Alone	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Two or More Races	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Unknown	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Total US Citizens and Permanent Residents Only	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Ethnicity</b>			
Hispanic or Latino	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Not Hispanic or Latino	<input type="text"/>	<input type="text"/>	<input type="text" value="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 ?	
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 ?	%
Retention Rate - Part-Time ?	%

- **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 <i>AICP exam</i> 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 <i>AICP exam</i> 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	<div>Convert to % for 1D</div> <input type="text"/>
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="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	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
<b>Total US Citizens and Permanent Residents Only</b>	0	0	0	0	0	0
<b>Ethnicity</b>						
Hispanic or Latino						0
Not Hispanic or Latino						0





# AICP Representation in Faculty

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	<input type="text"/>
Part-time in Planning Unit AICP Faculty	<input type="text"/>
Adjunct AICP Faculty	<input type="text"/>
Total AICP Faculty	<input type="text" value="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.

Hide

Part 4: Student/Faculty Ratio

Provide the total faculty teaching FTE for the current academic year and the program's definition of a full-time teaching load. To determine the most accurate student/faculty ratio, please complete the Faculty FTE section of the report by clicking on the Faculty FTE tab above. If the Faculty FTE section was previously completed, please make sure the data is current. Note: Several fields below are automatically generated based on information previously provided in this report. If the data is incorrect, please review the previously entered data for errors or omissions. If the problem persists, please contact PAB.

Total Full-time Students ?

0

Part-time Students FTE ?

0

Total Students FTE ?

0

Total Faculty Teaching FTE ?

Student/Faculty Teaching Ratio ?

Please provide the program's definition of a full-time teaching load:

Program Information

Faculty FTE

Annual Reports

This section contains all the Full-time in Planning Unit, Part-time in Planning Unit, and Adjunct faculty members who teach in the PAB-accredited planning program. To add a faculty member, click on the "Add Faculty" button. Please include the First and Last Name, Teaching Status (Full-time in Planning Unit, Part-time in Planning Unit\*, or Adjunct) and the Teaching FTE for the respective faculty member. Each faculty member's Teaching FTE should be calculated by dividing the credit hours they teach in the accredited program, by the program's definition of what constitutes a full-time teaching load. If a faculty member is on leave or not teaching for the current school year, include them in this section as a 0.00 Teaching FTE and check the inactive box.

If PAB accredits two programs at the Institution, two separate Faculty sections must be completed. Additionally, please remember to divide each faculty members FTE between the two accredited programs. Example Faculty Teaching FTE calculations are found at the bottom of this page.

\* Non-planning faculty from within the University who teach: part-time in the planning unit; graduate core courses required for the planning degree; courses in other departments required for planning concentrations; courses in other departments taken as an elective by a critical mass of planning students. Graduate TAs should not be included.

Total Teaching Faculty FTE

10.82

Showing 19 record(s).

Add Faculty

First Name	Last Name	Teaching FTE	Teaching Status
------------	-----------	--------------	-----------------

Provide the total number from the Faculty FTE tab

- 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.

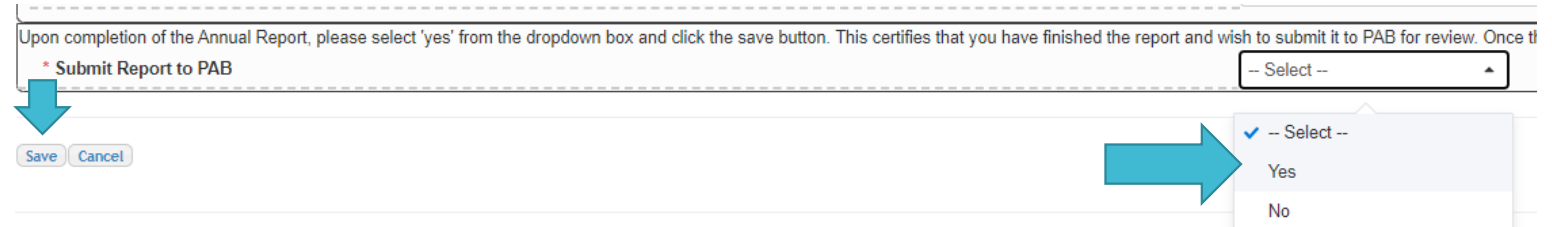
# Submit Report

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 the report 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

Jaclyn Hade, Associate Director

[jhade@planningaccreditationboard.org](mailto:jhade@planningaccreditationboard.org)

Jesmarie Johnson, Executive Director

[jjohnson@planningaccreditationboard.org](mailto:jjohnson@planningaccreditationboard.org)