NASPAA Annual Data Report
Due November 1
Annual Accreditation Maintenance Report: Accredited Programs Only

Accreditation Maintenance Report

Commission on Peer Review and Accreditation of the
Network of Schools of Public Policy, Affairs, and Administration
Annual Accreditation Report

Instructions:
Please fill in the following narrative and quantitative fields with information related to conformance with Network of Schools of Public Policy, Affairs, and Administration Accreditation Standards. If the program wishes to provide additional context to its data, supplementary documents may be uploaded at the bottom of the form.

Programs should fill out a separate report for each accredited degree. Programs with multiple campuses or modalities should provide data disaggregated by campus or modality. To do so, complete the first table for questions 6, 9, 10, and 12 in aggregate. Then, using the +Add new Delivery Modality breakdown button, create a new table for each modality at which the entire degree may be completed. For example, if the program has students enrolled in three modalities: main campus, an additional satellite campus, and online, Question 6 would be completed 4 times: the first table reflecting aggregate data (for all 3 modalities), the second table reflecting only main campus student data, the third table reflecting only satellite campus student data, and the fourth table reflecting only online student data. Multiple modalities refers to differing modes of pedagogy within the same program, be they geographic, technological, curricular, or temporal. Typical structures that fall in this category are distance campuses, online education, and unique student cohorts within the program, such as executive or 3+2 cohorts.

This annual report form is designed to accommodate programs accredited under both the pre-2009 and the current accreditation standards (approved in 10/2009). All questions are required for programs accredited under the current accreditation standards.

The annual data report year is defined as the Academic Year prior to the report's submission. The program will indicate in the report if its university defines its Academic Year as "Fall, Spring, Summer" or "Summer, Fall, Spring".

Advisory: Where possible, COPRA attempts to collect data in the formats used by IPEDS and the Common Data Set initiatives in order to facilitate the program's efforts in obtaining information from institutional research departments at their campuses. COPRA recommends liaising with the appropriate offices at your university when reporting accreditation data.

1. **The mission of your program will automatically populate below from your last report. If it does not, please provide it below. Please note that the mission provided below will be used to populate your program's profile on the NASPAA website. If there have been any changes to your program's mission since your last review or annual report, please click here to enter the revised mission statement. Please describe the changes and the mission revision process (Question 3) regarding substantive change.**

2a. **Indicate the mode(s) of program delivery that most accurately describe your program (check all that apply)**

☐ a. In person instruction only
☐ b. In person instruction with online coursework available
☐ c. Primarily online (students have to come to campus at least once)
☐ d. Completely online (students never have to come to campus)

2b. **If applicable, please check the satellite campuses checkbox and indicate at which the *entire* degree may be completed.**   ☐ **Satellite Campuses** *(Click symbol to enter data)*

2c. **Does the program include an executive cohort or track? (Dropdown: Yes / No)**
(Click symbol to enter data)

3. **Has your program made any substantive changes since the most recent review or annual report? If so, please elaborate.** *[A substantive change is defined as a significant departure from the last accreditation review regarding a program's operation, including but not limited to: mission, goals, objectives, assessment practices, delivery modalities and locations, targeted student population, governance structures, and required and elective competencies.]*

4. **Program Evaluation: Please discuss how the program has collected, applied, and reported information about its performance and its operations to guide the evolution of the program's mission and the program's design and continuous improvement in the past year. If you wish to upload any supplements, you may do so at the bottom of the form.**

5. **Number of Faculty Nucleus**

In addition to indicating the number of nucleus faculty in question 5, nucleus faculty information should be entered using the "Add/ View a Faculty Member" tab at the top of the page. You only have to enter information for at least 5 nucleus faculty members. **If you have previously entered faculty information in a Self-Study Report or Annual Report within this system, the information will be auto-populated in the tab. Every year you must check to verify the accuracy of the information and edit as necessary.**

6. **Please provide the percentage of courses in each category that are taught by full and part-time faculty in the annual report year. Programs with multiple campuses or modalities should also provide supplemental table(s) that break this information down by each campus or modality, using the green +Add new Delivery Modality breakdown button.**

	Full Time Faculty	Part Time Faculty
% All courses		
% Courses delivering required competencies		

Faculty Statistics

+ Add new Delivery Modality Breakdown

7. **Data Explanations:**

The following blank field is offered in case the program would like to provide any narrative context or explanation for any of the faculty data, including course coverage, in this form. If modality information is required, you may also use the box to provide additional breakdowns. (Optional for all programs)

8. **Indicate how the program defines its Academic Year Calendar. For non-US programs (only) selecting 'other,' please specify the term in which the majority of students first enroll.**	☐ **Summer, Fall, Spring** ☐ **Fall, Spring, Summer** ☐ **Other (please specify)** *(Click symbol to enter data)*

9. **Admissions:**

Please fill out this table describing your program's applicant pool for the annual report year. Combine applicants across the year into one pool. The number of enrolled students should only include those students who were admitted and enrolled within the annual report year. This number should *not* reflect total student enrollment. Programs with multiple campuses or modalities should upload a supplemental table that breaks this information down by campus or modality, using the green +Add new Delivery Modality breakdown button.

Applicants	
Admitted Students	
Enrolled Students	

+ Add new Delivery Modality Breakdown

The data for Question 10 should be for Fall semester of the year in which the report is due.

10. **What is the total number of students currently enrolled in the program?**

11. **Graduation Rates:**

Below, using the ARY-5 cohort[i,] indicate the cohort's initial enrollment numbers, how many of those enrolled graduated within 2 years, as well as those students graduating within 3 and 4 years. Note that the numbers in each successive column are cumulative, meaning that the number of students in the column for 4 years should include the numbers of students from the 3-year column, plus those that graduated within 3-4 years. In the final column, sum the total number of students who have graduated (column 4) and those students who are continuing to graduation. For example, if 15 students initially enrolled, 10 graduated in 2 years, 2 graduated in 3 years, 1 graduated in 4 years, and 2 more are still active in the program, you would enter: 15; 10; 12; 13; 15. NOT 15; 10; 2; 1; 2. **Programs with multiple campuses or modalities should also provide supplemental table(s) that break this information down by each campus or modality, using the green +Add new Delivery Modality breakdown button.**

	Initially Enrolled	Graduated within 2 years	Graduated within 3 years	Graduated within 4 years	Total Students Graduated and Persisting to Graduation
Total Number of Students in the ARY-5 Cohort					

Grad Rate Statistics

+ Add new Delivery Modality Breakdown

12. **Please define your program design length**:(Dropdown: trimester/semesters/quarters/terms/other)
    (Click symbol to enter data)
    (Dropdown: 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10)

13. **Report the job placement statistics (number) for the year PRIOR TO the annual program survey year of students who were employed in the "profession" within six months of graduation, by employment sector, using the table below. Programs with multiple campuses or modalities should also provide supplemental table(s) that break this information down by campus or modality, using the green +Add new Delivery Modality breakdown button**.

National or central government in the same country as the program	
State, provincial or regional government in the same country as the program	
City, County, or other local government in the same country as the program	
Government not in the same country as the program (all levels) or international quasi-governmental	
Nonprofit domestic-oriented	
Nonprofit/NGOs internationally-oriented	
Private Sector - Research/Consulting	
Private Sector but not research/consulting	
Obtaining further education	
Military Service	
Unemployed (not seeking employment)	
Unemployed (seeking employment)	
Status Unknown	
Total	

Job Placement Statistics

+ Add new Delivery Modality Breakdown

14. **CHEA requires NASPAA to ensure that programmatic outcomes are provided on all public communication materials. Please copy and paste an URL link to where your program website presents employment and completion statistics to show student success.**

15. Data Explanations:
The following blank field is offered in case the program would like to provide any narrative context or explanation for any of the student data – enrollment information, graduation and employment rates, - in this form. If modality information is required, you may also use the box to provide additional breakdowns. (Optional for all programs)

| |
| |

16. If there have been any significant changes in resource trends and the sufficiency of resources available to the program to pursue its mission, objectives, and continuous improvement. (If there are no changes, the program may leave this field blank.)

| |
| |

17. If your program is being monitored on a specific Standard, you are required to provide updated information on the issue raised by COPRA in your decision letter each year until which you are notified that COPRA has removed the monitoring. Please refer to your most recent decision letter, available in the Documents tab, to review COPRA's request for ongoing information. Your program is being monitored on the following standards *(Online, the right column will show monitoring status.)*

Standard 1.1	
Standard 1.2	
Standard 1.3	
Standard 2.1	
Standard 2.2	
Standard 3.1	
Standard 3.2	
Standard 3.3	
Standard 4.1	
Standard 4.2	
Standard 4.3	
Standard 4.4	
Standard 5.1	
Standard 5.2	
Standard 5.3	
Standard 5.4	
Standard 6.1	
Standard 7.1	
Monitored under old Standards	

18. **Upload any relevant exhibits or explanatory supplements here. You may upload as many supplements as necessary. However, you can only upload one file. You should combine multiple documents into one pdf for upload. (Optional for all programs)**

Click the "Upload File" button above or drag and drop a file over the "Upload File" button to upload.

End Accreditation Maintenance Report

Annual Program Survey

Short Form

Undergraduate/Doctoral Offerings

Does your School offer a PhD Program?   **(Dropdown: Yes / No)** (Click symbol to enter data)
Does your School offer an Undergraduate Major?   **(Dropdown: Yes / No)** (Click symbol to enter data)

Membership Level Data

If your school has more than one degree that falls under your NASPAA membership, you should aggregate the data for each degree into one response for these questions. You will only need to complete this section for your first degree program.

19. **Last fall semester/quarter, what was the number of each of the following? (use headcount, not FTE. If you have only FTE data, please indicate this in the Comments & Caveats section below.)**

    a. **Total instructional faculty?**   **_____**
    b. **Total sections offered by your NASPAA degree program(s)**   **_____**
    c. **Percentage of those sections taught by full-time faculty**   **_____**

Tuition

For the following questions relating to tuition/fees, the program should provide data for a student enrolled on a FULL TIME basis. Please include all mandatory fees as well as tuition in your calculations. Do not include adjustments for financial aid offered to students. If appropriate, report the following separately (Private Institutions should report their tuition under Level 1):

- Level 1: The highest level of tuition (Typically for Out of State students)
- Level 2: For those programs with a second, lower tuition rate (Typically for In State students)

20. **What is the total, non-discounted cost (tuition/fees) for a Full-Time Student who enrolled in fall of the survey year to complete the degree program?**

	Out-of-state	In-state
Tuition		
Fees		
Total Cost		

Financial Aid

For this survey, financial aid consists of tuition scholarships, assistantships, fellowships, or work-study support from your institution. This includes direct funding from your program or from other sources within the institution. Do not include loans or other assistance that must be repaid.

Indicate the percentage of students enrolled in the program who received financial aid. Enter separate percentages for Full-time, Part-Time, and International Students. Enter a whole number between 0 and 100 for 0% to 100%.

21. **% of Full-Time Students receiving financial aid**

22. **% of Part-Time Students receiving financial aid**

23. **% of International Students (Full and Part-Time) receiving financial aid**

Program Level Data

The following section should be completed for each of your NASPAA membership degrees.

24. **Name of the School/ Department where the program resides**

25. **Indicate who the program is primarily designed to serve (select only one):**

☐a. Full-time students only
☐b. Generally full-time with some part-time
☐c. Both full-time and part-time students
☐d. Generally part-time with some full-time
☐e. Part Time Students only
☐f. Other (please explain)- Click symbol on right

26. **Are evening or weekend classes available?**

☐ We have evening classes but not weekend ones
☐ We have weekend but not evening classes
☐ We have both evenings and weekend ones
☐ We have neither evening nor weekend classes

27. **Approximately how many semesters/terms would it take a full-time student to complete the program?**

☐ 2 Semesters
☐ 3 Semesters
☐ 4 Semesters
☐ 4 terms
☒ 5 Semesters
☐ 5 terms
☐ 6 Semesters
☐ 7 terms
☐ Not Applicable – Program has no Full Time Students
☐ Other (please explain- Click symbol on right to enter)

28. **In the area below, describe what is distinctive about this degree program that you would like prospective students to know. You may not refer to your programs US News and World Report rankings in this text box. (Limit 60 words)**

29. **Please select the concentrations/specializations your program offers (Check all that apply):**

☐ None
☐ Budgeting/ Finance
☐ City/ Local
☐ Criminal Justice
☐ Economic Development
☐ Education
☐ Emergency
☐ Environment
☐ General/ Public Management
☐ Health
☐ Homeland/ National Security
☐ Human Resources
☐ Information Technology
☐ International/ Global
☐ Leadership
☐ Nonprofit
☐ Organizational Management
☐ Public Policy Analysis
☐ Public Sector
☐ Social Policy
☐ State
☐ Survey Methods
☐ Urban
☐ Other (Please specify – Click symbol on right to enter)

30. **If your program has a branch or satellite campus located in another state or country, please check off which location(s) your program is available.**

☐

Note: When you click on the box a list of locations will appear. Check the location(s) that apply.

31. **Admission Requirements (check all that apply):**

Bachelors Degree	☐N/A	☐No	☐Optional	☐Required
Letter of Recommendation	☐N/A	☐No	☐Optional	☐Required
Resume	☐N/A	☐No	☐Optional	☐Required
Standardized Tests	☐N/A	☐No	☐Optional	☐Required
GPA	☐N/A	☐No	☐Optional	☐Required
Statement of Intent	☐N/A	☐No	☐Optional	☐Required
Essay/Additional Writing Sample	☐N/A	☐No	☐Optional	☐Required
Professional Experience	☐N/A	☐No	☐Optional	☐Required
Interview	☐N/A	☐No	☐Optional	☐Required
Special Mission Based Criteria	☐N/A	☐No	☐Optional	☐Required
Other	☐N/A	☐No	☐Optional	☐Required

32. **Please provide a short (300 characters) description of your programs admissions policy. (In this area you may talk about waivers, typical admits, and mission based admissions factors).**

The following questions (33 & 34) on enrollment data refer to the *current Fall*. For example, if you are filling out the 2021-2022 Annual Data Report you are reporting enrollment numbers for **Fall 2022**.

33. What is the total number of new students entering the program in the fall (FALL 2022)?

34. Of the total number of students currently enrolled (in question 10 above), what is the percentage of
   a. Out-of-state students: _____ %
   b. International students: _____ %
   c. Female students: _____ %
   d. Part-time students: _____ %
   e. Persons of diversity _____ %
   (Please do not include international students in this category)

35. How many degrees were awarded by this degree program during data report year?

Membership Level Data

If your school has more than one degree that falls under your NASPAA membership, you should aggregate the data for each degree into one response for these questions. You will only need to complete this section for your first degree program.

36. What is the median salary for the following (if you have 3 or fewer total faculty use d. to enter median salary):

   a.   Professor:

   b.   Associate Professor:

   c.   Assistant Professor:

   d.

37. Please enter the staff FTE (Full-Time Equivalent) devoted to those functions (even if some staff perform multiple functions). Use 0 [zero] for functions without designated staff.

   a.   Recruiting:

   b.   Admissions:

   c.   Student Advising:

   d.   Career Services:

   e.   Alumni:

   f.   Distance Learning Administrative Support:

38. **Health Insurance Fees: Do the mandatory fees included in the calculations of cost in non-discounted cost (tuition/fees) of the degree program, include health insurance?**

☐ Yes   ☐ No
Click symbol on right to enter data

39. **Were students accepted into the program offered Graduate/Teaching Assistantships this academic year?**

☐ Yes   ☐ No
Click symbol on right to enter data

40. **If your program offers a stipend for your graduate or teaching assistants, what is the average stipend offered?**

☐Below $5,000   ☐$5,000-$10,000   ☐$10,001-$15,000   ☐$15,001-$20,000   ☐$20,001 and above

41. **Do you offer any tuition waivers or scholarships not tied to Graduate/Teaching Assistantships?**

☐ Yes   ☐ No
Click symbol on right to enter data

42. **Does the program:**

☐ include tuition in financial aid
☐ offer a tuition waiver
☐ both
☐ neither

43. **If your program offers a tuition waiver, what is the maximum number of years a student can receive a tuition waiver?**

_____years

Program Level Data

The following section should be completed for each of your NASPAA membership degrees.

44. **Your institution is:**

☐ a NASPAA Member
☐ an APPAM Member
☐ A member of both NASPAA and APPAM

45. **Indicate the location of the degree program within the University:**

a. In a Stand Alone School
b. In a Center or Institute
c. In a Department of Political Science
d. In a Department other than Political Science
e. In a Business School
f. Other (Please explain)-*Click symbol to enter data*

46. **Is a Dual-degree option available to students?**

☐ Yes   ☐ No
Click symbol on right to enter data

47. What is the institution's academic calendar?

☐ Semester
☐ Quarter
☐ Other (Please specify) - *Click symbol on right to enter data*

48. Indicate the credit hour allocations for the following (use hours not percentages):

a. Required Courses: ☐

c. Required Internship: ☐

b. Elective Courses: ☐

d. Other: ☐

49. What is the primary language(s) of instruction used for this degree program

☐ English Only
☐ English and another language
☐ English is not a primary language - *Click symbol on right to enter data*

If other, explain

☐

50. Do you accept new students year round or just in the Fall each academic year?

a. We admit new students once a year, in the Fall only.
b. We admit new students both in the Fall and Spring semesters.
c. Other (Please specify) language - *Click symbol on right to enter data*

51. Of the total completed applications received in the academic year for this program, how many were accepted/admitted? ☐

52. Of the total admitted, what is the percent for:

a. **Out-of-state residents:** ___%

b. **International students:** ___%

c. **Female:** ___%

d. **Persons of Diversity** *(do not provide these data if your University, State, or Country legally precludes you from doing so)* ___%

53. Of this number (total degrees awarded from Short form), how many were joint degrees? ☐

13

54. **What is the data source for your alumni data? (Check all that apply.)**

☐ a. Program Alumni Survey
☐ b. University Alumni Office
☐ c. School/Department Alumni Survey
☐ d. University Development Office
☐ e. We don't collect alumni data
☐ f. Other (Please specify)
Click symbol on right to enter data

55. **If most of your alumni data were collected from surveys, what was your survey sample collection criteria?**

Select from pull down menu:
☐ At graduation
☐ 6 months after graduation
☐ 3 years after graduation
☐ 5 years or longer after graduation
☐ None of the above (Please explain)

56. **Please use the space below to comment on data provided above:**

Save		Cancel

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[i] ARY-5 cohort is the group of students who entered the program in the academic year that began 5 years before the annual report year. Programs unable to use this cohort as a basis for calculating completion rates should explain their approach for calculating a completion rate in the optional text box.