

2025 Data Preparation Sheet – Master's: Program & Admissions

Program Information*

1. Academic year start date: _____ / _____ / _____
(mm) (dd) (yyyy)

This should be the actual start date for the 2024-2025 academic year. The system will automatically calculate and display the academic year's start and end dates based on the previous ARO's reporting period. If you cannot enter your desired start date, contact the office.

2. Has your program experienced any significant changes in financial support during the current reporting year? Yes No

If yes, please describe the changes: _____

3. URL for the webpage that contains the data required in [IR C-26 M](#), titled “Student Admissions, Outcomes and Other Data”: _____

4. URL for Program’s website: _____
This should be the program’s website, NOT institution/department website.

Students* (students for the 2024-2025 academic year)

1. Number who applied to program for 2024-2025 admission: _____
2. Number who were offered admission into program for the 2024-2025 year: _____

The following questions correspond to the reliability check feature in the ARO. This check is available on the Submit page during the ARO. The system will test whether the number of students entered for these items match the actual content of individual records. If the number of profiles in the ARO Students section does not match the number of students here, the ARO will not allow submission. Please note, these categories are limited to the ARO and do not interfere with the interpretation of data provided for other accreditation purposes.

- 3.¹ Number of students for whom this is the year of first enrollment:
(New students who entered program in the 2024-2025 academic year and did not withdraw) _____
- 4.² Number of students whose doctoral degrees were conferred on their transcripts:
(i.e., successful completion) _____
- 5.³ Number of students no longer enrolled for any reason other than conferral of doctoral degree:
(Number of students (returning or first-year) who left the program for any reason other than successful completion) _____
- 6.⁴ Number of students still enrolled in program, excluding new students, graduates and withdrawals:
(This is a sum of all non-first year students continuing in your program) _____

¹this also includes new transfer students

¹⁻⁴These categories are mutually exclusive and must total the number of records in the student section.

Faculty*

1. Number of Core Program Faculty Members:

(Core faculty members are, as defined by the [UCPCTF '18008](#)).

2. Number of Associated Program Faculty Members:

(Faculty who do not meet the criteria for core faculty but make a substantial contribution to the program.)

3¹. Number of Other Contributors:

(Individuals who have a role in the program, but to a much more limited extent than core or associated faculty and have minimal contact with students. This would include individuals who present seminars, regularly supervise practicum, or teach as adjunct faculty.)

¹Currently, “Other Contributors” are entered into the ARO at program discretion. However, they are required for the self-study and this information will automatically populate online self-study tables. Providing a number of “Other Contributors” requires a full profile for each individual to be completed into the ARO/CoA portal (see Faculty data preparation sheet).