Program Review Data Retrieval Instructions

1. Go to the [Program Review Data Dashboard](#).

2. In the first tab, Program Review Data, go to the filters section. Under "Select Subject," unselect the default subject (CHEM) and select your subject area (academic discipline). (Do this twice.)

3. Under "Select Major," unselect the default program (AS-T Chemistry), and then select the primary major or majors that your academic discipline supports.

4. Under Academic Year, choose the FOUR most recent academic years.

5. At the bottom of the page, click on the download icon. Select to download the data in image format. "Open" or "Save" it and then insert (copy/paste) the image of the data page in your Program Review report in Part 5.

6. Then go to the next tab in the [Program Review Data Dashboard](#), S&R by Demographic Groups.

7. At the bottom of the page, click on the download icon. Select to download the data in image format. "Open" or "Save" it and then insert (copy/paste) the image of the data page in your Program Review report in Part 5.
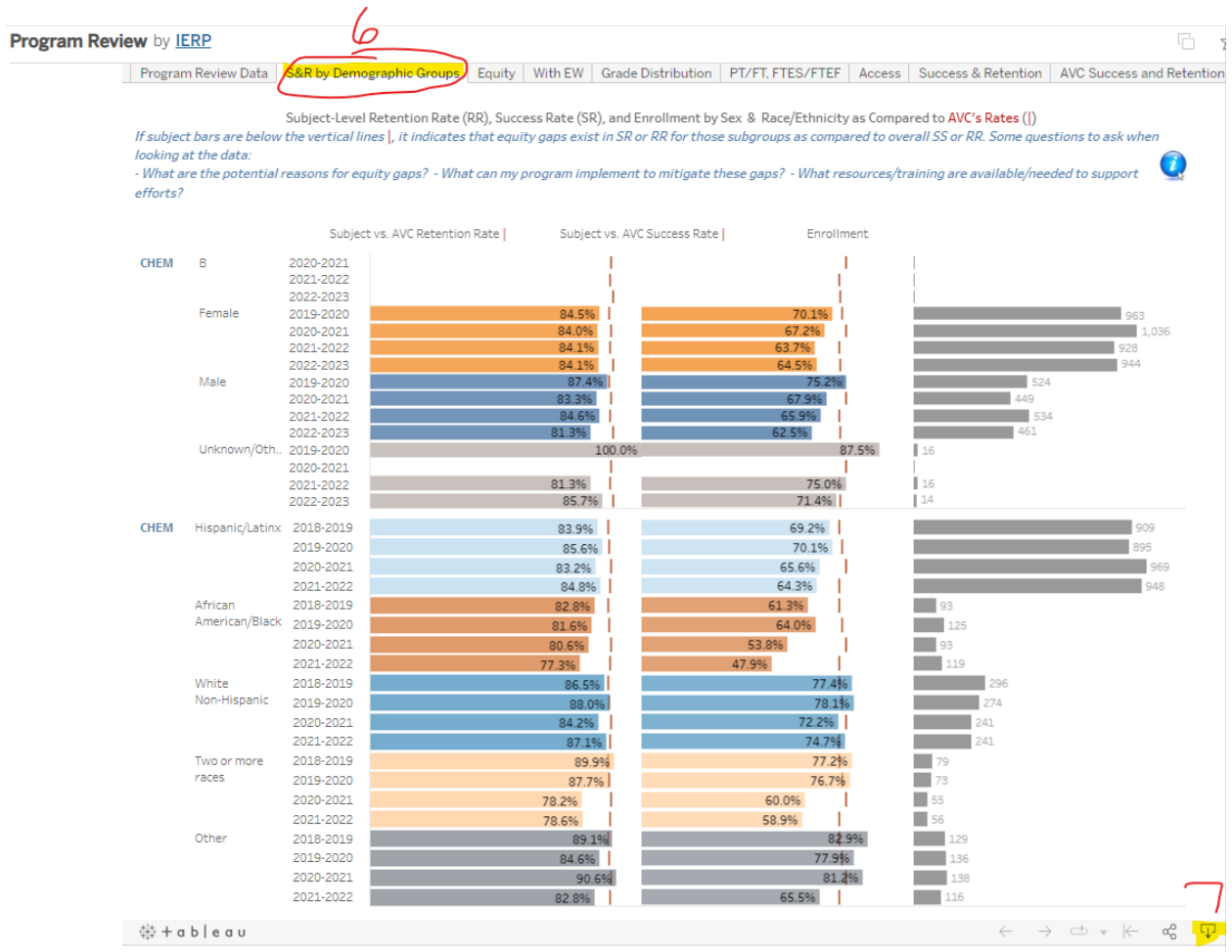
In Part 5 of your Program Review Report, you should have these two pages of data inserted. You can also utilize and include additional that is relevant to your program, but the "Program Review Data" page and "S&R by Demographic Groups" are both required.