



COMPLETIONS BY GRADUATION RATE Previous Academic Year

The Completions by Graduation Rate form is designed to work with the Completions by Race and Gender form. **The Completions by Race and Gender form must be completed first.** The subtotals from the Completions by Graduation Rate form must equal the match the subtotals from the Completions by Race and Gender form.

INSTRUCTIONS

For each group of degree programs enter the Head Count of students that have completed the degree program in the previous academic year for each graduation rate available.

GRADUATION RATE

The duration of time it takes a student to complete their degree program.

HEAD COUNT

Formal summer school enrollees who completed their degree requirements at the end of the summer should be counted as completions on the Completions by Race and Gender form.

Do not include individual students in more than one count. Students should be counted in only one program, preferably in the longer duration or higher academic degree program. Thus, a PhD candidate who may receive a master's degree after two years should normally be listed only as an enrollee under PhD.

DEGREE PROGRAM

Basic Programs Oriented Toward Ministerial Leadership

- MDiv** Master of Divinity
- MRE** Master of Religious Education
- MCE** Master of Christian Education
- MA in RelEd** Master of Arts in Religious Education
- MA in CE** Master of Arts in Christian Education
- MCM** Master of Church Music
- MSM** Master of Sacred Music
- MA in ___ (Spec.)** Professional Master's programs for the specialization as defined (i.e, Master of Arts in Counseling)
- MPS** Master of Pastoral Studies
- MAPS** Master of Arts in Pastoral Studies

Basic Programs Oriented Toward General Theological Studies

- MA** Master of Arts
- MAR** Master of Arts (Religion)
- MTS** Master of Theological Studies

- MARS** Master of Arts (Religious Studies)
- MATS** Master of Arts (Theological Studies)

Advanced Programs Oriented Toward Ministerial Leadership

- DMin** Doctor of Ministry
- DMiss** Doctor of Missiology
- DEdMin** Doctor of Educational Ministry
- EdD** Doctor of Education
- DMA** Doctor of Musical Arts
- DCM** Doctor of Church Music

Advanced Programs Oriented Toward Research and Teaching

- ThM** Master of Theology
- MTh** Master of Theology
- STM** Master of Sacred Theology
- ThD** Doctor of Theology
- PhD** Doctor of Philosophy

Degree Program Notes:

For accredited institutions; the Admissions, Completions, and Enrollment forms may have gray fields. These gray fields represent degree program areas that are not applicable to your institution. The program will automatically skip over these fields during data entry. Because there are always exceptions, data entry is possible within these fields.

Canadian schools—Schools offering the BRE for which a completed bachelor's degree is normally required should report figures under MRE/MCE/MA in RelEd.

ARF PROGRAM NOTES

There are some fields in which you will not be allowed to enter data, such as Total fields that are calculated or contain amounts that are brought forward from another part of the form—the type in these fields will be navy blue.

Totals: Column and row totals will be generated automatically during data input—the type in these fields will be navy blue. Some forms require certain totals to match other forms' totals or totals on previous pages.

Decimals: Most fields on ATS forms require whole numbers. If you enter decimals for these fields, the program will round the number to the nearest whole.

Comments: A comments field has been added to each of the ARF forms. The comments field is accessed by clicking the Comments button located in the upper left corner between the Print and Close buttons.

Printing: Because of a change in the Windows operating environment, some users are unable to send a copy of their reports to their local printer by clicking on the Printer icon. There is, however, another way to print your forms:

- Select the Print button from the data entry screen as usual.
- Once the printable version of the report appears, drop down the menu attached to the "Export" icon near the top of the window and choose the Acrobat (PDF) file option. (see figure 1)
- Select Open when prompted
When using Microsoft Internet Explorer: The prompt may appear at the bottom of the window and look similar to figure 2.
- A new window will open the report independent of the database and can be saved or printed.

Figure 1

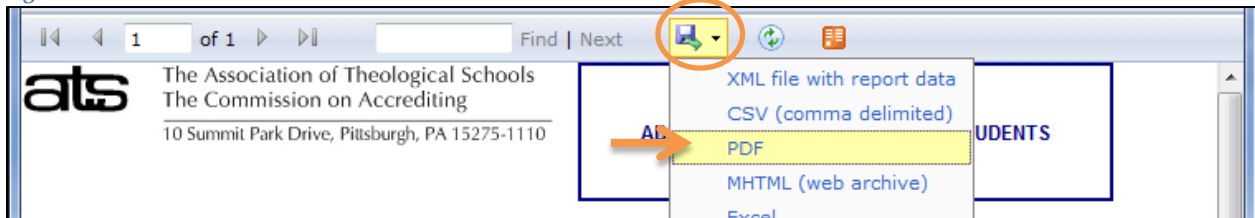


Figure 2

