

## INSTITUTIONAL CHARACTERISTICS Fall of the Current Academic Year

### INSTRUCTIONS

Answer the questions as indicated on the form. Use the following definitions to complete the form.

### GLOSSARY

**Academic Year:** The period of time generally extending from September to June; usually equal to two semesters or three trimesters, three quarters, or the period covered by 4-1-4 plan.

**Accrediting Agency:** Agencies that establish operating standards for educational or professional instruction and programs, determine the extent to which the standards are met, and make public their findings.

**Degree:** An award conferred by a college, university, or other postsecondary educational institution as official recognition of the successful completion of a program of studies.

**Denomination Code:** A code used to identify the formal denominational affiliation(s) of the institution as related to governance, financial support, or other formal relationship. *Yearbook of American & Canadian Churches* has been used as a resource for denominational families. Note that there are no codes and, therefore, no data entries for family headings.

#### Adventist Bodies

**ADCHCH** Advent Christian Church  
**SDADV** Seventh-day Adventist

#### Anglican

**ANGL** Anglican Church of Canada  
**EPISC** Episcopal Church  
**RFEPISC** Reformed Episcopal Church  
**ASGSPC** Associated Gospel Churches of Canada

#### Baptist

**ABCUSA** American Baptist Churches in the USA  
**BAPTOQ** Baptist Convention of Ontario and Quebec  
**BAPTGC** Baptist General Conference  
**BAPBGCT** Baptist General Convention of Texas  
**BAPTMA** Baptist Missionary Association of America  
**BAPT** Baptist Other  
**BAPTNC** Baptist State Convention of North Carolina  
**BAPTWC** Baptist Union of Western Canada  
**CCSBAPT** Canadian Convention of Southern Baptists  
**CBAPTAA** Conservative Baptist Association of America  
**ATLBAPT** Convention of Atlantic Baptist Churches  
**CBF** Cooperative Baptist Fellowship  
**FEVBAPT** Fellowship of Evangelical Baptist Churches in Canada  
**GENBAPT** General Association of General Baptists  
**BAPTREG** General Association of Regular Baptist Churches  
**GBAPTNC** General Baptist State Convention, N.C.  
**INDBAP** Independent Baptist  
**NTLBCV** National Baptist Convention  
**NABAPC** North American Baptist Conference  
**PNTLBCV** Progressive National Baptist Convention  
**SDBGCF** Seventh Day Baptist General Conference  
**SBC** Southern Baptist Convention  
**UNEBFC** Union d'Eglises Baptistes Francaises au Canada

#### Brethren

**BRCHAO** Brethren Church (Ashland, Ohio)  
**BRCHCH** Brethren in Christ Church  
**CHPBRE** Christian Brethren (Plymouth Brethren)  
**CHBRETH** Church of the Brethren

**CMA** Christian and Missionary Alliance  
**COGAND** Church of God (Anderson, Indiana)  
**CHNAZ** Church of the Nazarene

#### Churches of Christ-Christian Churches

**DISCPL** Christian Church (Disciples of Christ)  
**CCHCHC** Christian Churches and Churches of Christ  
**CHUCHR** Churches of Christ  
**COGGC** Churches of God, General Conference  
**CCONCC** Conference of Congregational Christian Churches  
**EVCHCA** Evangelical Church in Canada  
**EVCONG** Evangelical Congregational Church  
**EVCOV** Evangelical Covenant Church  
**EVFORM** Evangelical Formosan Church  
**EFCA** Evangelical Free Church of America  
**EVFRCC** Evangelical Free Church of Canada

**INTER** Inter/Multidenominational

**JEWISH** Jewish

#### Lutheran

**ELCA** Evangelical Lutheran Church in America  
**ELCC** Evangelical Lutheran Church in Canada  
**LUTHOTH** Lutheran - Other  
**LUTHCA** Lutheran Church-Canada  
**LUTHMS** Lutheran Church-Missouri Synod  
**WIEVLS** Wisconsin Evangelical Lutheran Synod

#### Mennonite

**CFMENI** Conference of Mennonites  
**MBNA** Mennonite Brethren Church in N.A.  
**MNCHCA** Mennonite Church Canada  
**MBUS** Mennonite Church USA  
**MENOTH** Mennonite, Other

#### Methodist

**AME** African Methodist Episcopal  
**AME2** African Methodist Episcopal Zion  
**CHMEEP** Christian Methodist Episcopal  
**FRMECH** Free Methodist Church  
**INMECH** Independent Methodist  
**UMC** United Methodist Church  
**WESLCH** Wesleyan Church

**MISSCC** Missionary Church in Canada  
**MORAVV** Moravian Church in America

**MUSLIM** Muslim  
**NONDEN** Nondenominational  
**NA** Not Available

#### Orthodox

**GRORTH** Greek Orthodox Archdiocese of America  
**OCA** Orthodox Church in America  
**OXOTHR** Orthodox, Other

**OTHER** Other

#### Pentecostal

**AOG** Assemblies of God  
**COGCLV** Church of God (Cleveland, Tennessee)  
**CGODIC** Church of God in Christ  
**FSQGCH** Foursquare Gospel Church  
**PENTAC** Pentecostal Assemblies of Canada

#### Presbyterian

**ARP** Associate Reformed Presbyterian Church  
**PCCUM** Cumberland Presbyterian Church  
**EVPRCH** Evangelical Presbyterian Church  
**OXPRES** Orthodox Presbyterian  
**PCUSA** Presbyterian Church (U.S.A.)  
**PCA** Presbyterian Church in America  
**PCC** Presbyterian Church in Canada  
**RFPRES** Reformed Presbyterian

#### Reformed

**CRC** Christian Reformed Church  
**RFCHAM** Reformed Church in America  
**RFCHCA** Reformed Church in Canada

**FRNDS** Religious Society of Friends  
**RC** Roman Catholic  
**SALVAR** Salvation Army

#### Swedenborgian Church

**GCNJER** General Church of New Jerusalem  
**GCSWED** Swedenborgian Church, General Convention

**UUA** Unitarian Universalist  
**UCCAN** United Church of Canada  
**UCC** United Church of Christ

**Full-Time Student:** A student taking the average academic load that must be taken to graduate in the normal time for which the degree has been approved.

**In-Country Student:** A student who is a legal resident of the country in which he/she attends school.

**Out-Of-Country Student:** A student who is not a legal resident of the country in which he/she attends school.

**Race/Ethnicity Code:** Identify the primary racial/ethnic composition of the institution's student body according to the following racial/ethnic categories.

**Note:** Students who have not been admitted to Canada or the United States for permanent residence would be identified as visa students or nonresident aliens.

**BLACK** Black, not of Hispanic Origin: A person having origins in any of the black racial groups of Africa.  
**HISPAN** Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.  
**ASIAN** Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.  
**INDIAN** American Indian, Alaskan Native: A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.  
**WHITE** White, not of Hispanic Origin: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.  
**VISAN** Nonresident Alien: A person who is not a citizen or national of the United States or Canada and who is in the country on a temporary basis and does not have the right to remain indefinitely.

**Tuition and Required Fees:**

**Tuition:** Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.

**Required Fees:** Charges assessed to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay is an exception. May include such charges as student center and/or health service fees but should not include first-time admissions or application charges. May also include charges specific to a program such as a materials charge.

**WORKSHEET FOR ACADEMIC-YEAR TUITION CHARGES: MDiv**

Per Credit-Hour Charge	Total Credit Hours to complete degree	Divide by # of years to complete program	Total tuition for the academic year
_____	x _____	= _____ / _____	= _____
_____	x _____	= _____ / _____	= _____

**WORKSHEET FOR ACADEMIC-YEAR TUITION CHARGES: PhD or ThD**

Per Credit-Hour Charge	Total Credit Hours to complete degree	Divide by # of years to complete program	Total tuition for the academic year
_____	x _____	= _____ / _____	= _____
_____	x _____	= _____ / _____	= _____

**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

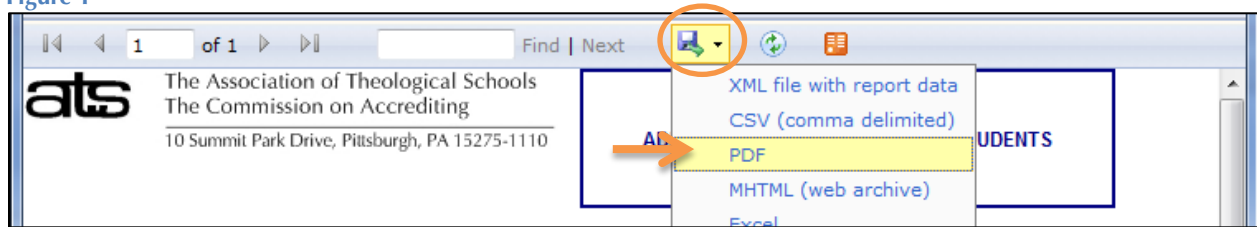


Figure 2

