

Form CF-3: Completions by Placement and Gender

Most recently completed Academic Year

INSTRUCTIONS

Form CF-3 Completions by Placement and Gender was developed to gain a more comprehensive picture of the state of theological education and the placement of graduates from Commission related institutions. Since 2012 the Commission's accreditation standards have expected accredited school to collect and publish information related to the placement of graduates.

Using the data reported on Form CF-1: Completions by Race and Gender, data is to be entered into the Placement Rates by Gender form to account for all of the previous academic year's graduates.

Do not include individual students in more than one count. Report only the most current status of the graduate.

The data being reported on CF-3 Completions by Placement and Gender reflects the placement of graduates before, at or following their graduation. Schools can collect placement data anytime between six months prior to the last spring graduation (i.e., the previous academic year) and six months after the last spring graduation, though collecting information just before graduation may provide better results. This is a change, beginning in survey year 2019 – 2020, from previous instructions that required schools to collect placement data 12-18 months after students graduated.

Form CF-1 Completions by Race and Gender should be completed first. The subtotals from Form CF-3: Completions by Placement and Gender must match the subtotals from Form: CF-1: Completions by Race and Gender.

PLACEMENT CATEGORIES

Vocational placement: Graduates are in positions for which the degree program prepared them, regardless of whether those positions are compensated or volunteer. Include here any graduates who were placed prior to graduation, at graduation, or following graduation.

Non-vocational placement: Graduates received degrees in programs which they sought for non-vocational reasons, such as for personal enrichment. Include here any graduates not seeking vocational placement, regardless of whether they were actually placed.

Further study: Graduates are pursuing additional education—at any level. Any students pursuing further study who are also vocationally or non-vocationally placed should be listed there, not here.

Seeking placement: Graduates are actively seeking appropriate placement. Any students seeking placement who are also pursuing further study should be listed there, not here.

Other: Graduates have positions or placements that do not fall within any of the above categories.

Unknown: The placement status of graduates is not known. Institutions should not use this category to justify not tracking their graduates' placements, since doing so is required. However, institutions may use this category when, despite their best efforts, some graduates' placement status remains unknown.

DEGREE PROGRAMS

Master's Degrees

MDiv: Master of Divinity

MA (acad): Master of Arts degrees that prepare people primarily academically for graduate study of one or more theologically related disciplines, including personal enrichment.

MA (prof): Master of Arts degrees that prepare people primarily professionally for some form of religious leadership or other kinds of service. *Canadian schools* offering the BRE for which a completed bachelor's degree is normally required should report figures under MA (professional).

MA (both): Master of Arts degrees that prepare people both academically and professionally with each receiving similar attention.

ThM/MTh/STM: Master of Theology degree (or Master of Sacred Theology)

Doctoral Degrees

DMin: Doctor of Ministry

Other Prof Dr: Other professionally oriented doctoral degrees (besides the Doctor of Ministry)

PhD/ThD: Doctor of Philosophy or Doctor of Theology