

Form EF-1: Enrollment by Race and Gender

Fall Data for Current Academic Year

INSTRUCTIONS

Report the number of students enrolled this fall for each degree category by gender and racial/ethnic category.

Schools that are **members of a cluster** should not list those students enrolled in graduate or professional programs of the cluster if the cluster itself is a member of ATS and reports the enrollment. Use the criterion of *primary registration* to determine this. In case of doubt, the school and the cluster should agree to which school will report the figure.

The **primary registration** of a student is determined by the institution in which the student is registered in a degree program, not the institution in which the student is currently taking courses.

Include only those students who are formally moving toward completion of a degree, diploma, or certificate.

Include *Intern* students enrolled in intern-year programs when the internship is under the supervision of the theological school and integral to the completion of the degree program.

Do not include audit students.

Formal summer school enrollees who complete their degree requirements at the end of the summer should not be counted in the fall enrollment but should be counted as completions on the ATS Completions 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.

Credit Hours: Calculate using semester credit hours; if using quarter hours, multiply by 0.67
[NOTE: If using any other system (e.g. units), convert to semester credit hours using reasonable method.]

Full-Time Equivalent (FTE): The Head Count enrollment is for both full-time and part-time students. The FTE is a computed figure based on average workload to determine how many of the students would equal one or more full-time students enrolled in courses as of the fall "snap shot" reported.

Enter the FTE data for each applicable degree category where head count data is entered. FTE cannot exceed the headcount for any degree category and should be calculated as follows:

Master's Degree Programs and Non-Degree Programs

FTE is computed using the *academic load*, and the *total number of credit hours* in which students are enrolled in a given semester for each degree program.

First, calculate academic load by **dividing the total number of credits required for the degree by the number of semesters** or quarters as described in the school's catalog. The MDiv is generally considered a 3 year degree, MAs are generally considered 2 year degrees and ThM/STM are generally considered 1 year degrees.

For example, if an MDiv degree requires 90 semester hours, and the school typically considers the degree to be a three-year degree, the load would be 15 hours per semester.

Then, **divide the total of credit hours for which students have enrolled in a given semester for the degree program by the academic load for the same period of time.**

For example, if all MDiv students are enrolled for a total of 600 hours for the semester, and the academic load is 15 hours per semester, the FTE would equal 40.

Doctoral Programs

ATS will calculate FTE data for all doctoral level programs as one Head Count equals one FTE, except in the case of the DMin degree, which will be calculated as three Head Count equal one FTE.

RACE/ETHNIC CATEGORIES

Visa or 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.

Black Non-Hispanic: A person having origins in any of the black racial groups of Africa.

American Indian, Alaskan Native, or Inuit: A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.

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.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White Non-Hispanic: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Note: Schools that do not collect information on the race and/or ethnicity of its students must enter the appropriate figures for race/ethnicity as "**Not Available**".

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

Non-Degree Programs (*Enrollment Forms Only, not applicable to Admissions and Completions Forms*)

NonDegree: Non-degree programs (e.g., certificates) with graduate credit for potential use in a graduate degree program. Include students participating in regular classes for credit but not enrolled in a regular degree program, and conditionally accepted students. Do not include students enrolled for continuing education or other short-term educational enrichment programs, or those regarded as auditors.