

NUMBER OF COMPLETIONS BY RACE AND GENDER
Previous Academic Year

The Number of Completions by Race and Gender form is designed to work with the Time to Completions by Gender form. **The Number of Completions by Race and Gender form must be completed first.**

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 racial/ethnic category and gender available.

HEAD COUNT

Formal summer school enrollees who completed their degree requirements at the end of the summer should be counted as completions on the Number of 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.

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 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
- Doctor in ____ (Special)** Doctor of specialized ministry

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, however an explanation is required. Enter the explanation in the comments field.

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

ARF PROGRAM NOTES

Gray shaded fields: For accredited institutions; the Admissions, Completions, and Enrollment forms may have gray fields. The gray fields represent degree program areas that are not applicable to the member school and the program will skip over these fields during data entry. As there are always exceptions, data entry is possible within these fields; however an explanation should be entered in the comments field of the relevant form. Some forms require explanations and the form cannot be saved without entering comments.

Blue shaded fields: The blue shaded fields represent fields for which data entry is not allowed. These fields, such as Total fields are calculated or contain amounts that are brought forward from another part of the form—the type in these fields is navy blue.

Totals: Column and row totals are generated automatically during data input—the type in these fields is navy blue. Some forms require certain totals to match other forms’ totals or totals on other pages. There is a small tolerance for differences in the totals to account for differences in rounding.

Decimals: Most fields on ATS forms require whole numbers. If decimals are entered in these fields, the program will round to the nearest whole number.

Comments: A comments field is included on each of the Annual Report Forms. The field is accessed by clicking the Comments button located in the upper left corner between the Print and Close buttons. Some forms will require explanations be entered in the comments in order to continue. The text color on the comments button changes to red when comments are entered.