

## PLACEMENT RATES BY GENDER Previous Academic Year

The Placement Rates by Gender form 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.

The Placement Rates by Gender form is designed to work with the Number of Completions by Race and Gender form. **The Number of Completions by Race and Gender form should be completed first.** The subtotals reported on the Placement Rates by Gender form are to match the subtotals from the Number of Completions by Race and Gender form.

### INSTRUCTIONS

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

### HEAD COUNT

Report whole numbers.

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

The data being reported on the Placement Rates by Gender form 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 from previous instructions that required schools to collect placement data 12-18 months after students graduated.

### 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 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 RelEd.

## 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.