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. For several years the Commission’s accreditation standards have expected accredited school to collect and publish information related to the placement of graduates.

**INSTRUCTIONS**

The Placement Rates by Gender form is designed to work with the prior year’s Number of Completions by Race and Gender form. Using the data reported on the prior year’s Number of Completions by Race and Gender, data is to be entered into the Placement Rates by Gender form to account for all of the prior year’s graduates. The subtotals reported on the Placement Rates by Gender form are to match the subtotals from the prior year’s Number of Completions by Race and Gender form.

**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 12-18 months following their graduation. [18 months as some schools award degrees at the end of both semesters.]

**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 within 12-18 months of 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)
MAPS 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
MTM 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.