

## 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

#### Basic Programs

Oriented Toward Ministerial Leadership - MDiv  
**MDiv** Master of Divinity

Oriented Toward Ministerial Leadership – Non-MDiv  
**MRE/MCE/MA in RelEd/CE**

**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/MSM**

**MCM** Master of Church Music

**MSM** Master of Sacred Music

**MA in \_\_\_\_ (Special)** Professional Master's programs for the specialization as defined (i.e, Master of Arts in Counseling)

#### **MPS/MAPS**

**MPS** Master of Pastoral Studies

**MAPS** Master of Arts in Pastoral Studies

Oriented Toward General Theological Studies

#### **MA/MAR/MTS/MARS/MATS**

**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)

*Canadian schools offering the BRE for which a completed bachelor's degree is normally required should report figures under MRE/MCE/MA in RelEd.*

#### Advanced Programs

Oriented Toward Ministerial Leadership

**DMin** Doctor of Ministry

**DMiss** Doctor of Missiology

**DEdMin/EdD**

**DEdMin** Doctor of Educational Ministry

**EdD** Doctor of Education

#### **DMA/DCM**

**DMA** Doctor of Musical Arts

**DCM** Doctor of Church Music

**Doctor in \_\_\_\_ (Special)** Doctor of specialized ministry

Oriented Toward Research and Teaching

#### **ThM/MTh/STM**

**ThM** Master of Theology

**MTh** Master of Theology

**STM** Master of Sacred Theology

#### **ThD/PhD**

**ThD** Doctor of Theology

**PhD** Doctor of Philosophy

degree NOT reviewed/approved

**Shaded degree program areas:** Gray shaded fields indicate degree program areas that are either not reviewed for approval or are not approved. The application will skip over these fields during data entry, however as there are always exceptions, data entry is possible within these fields. If entering data for a program that is not approved, an explanation should be entered in the comments field of the relevant form