

TIME TO COMPLETIONS BY GENDER Previous Academic Year

The Time to Completions 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 must be completed first.** The subtotals from the Time to Completions by Gender form must match the subtotals from the Number of Completions by Race and Gender form.

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 graduation rate available per gender.

GRADUATION RATE

The duration of time it takes a student to complete their degree program.

If a student begins in one master's degree program and graduates from another master's degree program, then use the start date of the initial degree program for purposes of determining the years to completion for the graduate.

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.

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.