

Form EF-2: Enrollment by Age and Gender

Fall Data for Current Academic Year

INSTRUCTIONS

Form EF-2: Enrollment by Age and Gender is required biennially only, and is available every other year in academic years beginning in an odd numbered calendar year.

For each group of degree programs enter the Head Count of enrolled students for each age group and gender available. The students included on the Age and Gender form are the same students included on the Race and Gender form grouped by age rather than race/ethnicity category.

Include only those students who are formally moving toward completion of a degree, diploma, or certificate. Do not include audit students.

Formal summer school enrollees who complete their degree requirements at the end of the summer should not be counted in the fall enrollment but should be counted as completions on the ATS Completions form.

Interns—Students enrolled in intern-year programs, when the internship is under the supervision of the theological school and integral to the completion of the degree program, should be reported under the degree program in which they are enrolled.

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.

Schools that are **members of a cluster** should not list those students enrolled in graduate or professional programs of the cluster if the cluster itself is a member of ATS and reports the enrollment. Use the criterion of *primary registration* to determine this. In case of doubt, the school and the cluster should agree to which school will report the figure.

Form EF-1 Enrollment by Race and Gender should be completed first. The subtotals from Form EF-2: Enrollment by Age and Gender, must match the subtotals from Form: EF-1: Enrollment by Race and Gender.

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

Non-Degree Programs (Enrollment Forms Only not applicable to Admissions and Completions Forms)

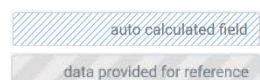
Certificate & Diploma Programs: Programs involving a prescribed curriculum of courses taken over time under faculty supervision. Normally, the curriculum comprises of courses offered for credit in the school's degree programs. Students enrolled for continuing education or other short-term educational enrichment programs should not be counted in the enrollment for certificate or diploma programs. *Canadian schools* with students in the Bachelor of Theology degree should be entered under Certificate and Diploma programs because it is an undergraduate degree.

Special/Unclassified: Students participating in regular classes for credit but not enrolled in a regular degree program. Include here students who have been conditionally accepted. Do not include here those students enrolled in special noncredit programs of lay education, special courses for spouses, or those regarded as auditors. *Roman Catholic schools* granting Pontifical degrees (STL or STD) not in conjunction with ATS degrees should enter students under Special/Unclassified.

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FORM FIELDS SHADING/PATTERNS



Patterned fields: Patterned fields represent fields for which data entry is not allowed. These fields are either auto calculated fields (blue slashed) or contain amounts that are brought forward from another part of the form or in some cases another form (wide gray slashes).

Forms EF-1 Enrollment (Race and Gender), EF-2 Enrollment (Age and Gender) and EF-3 (Denomination) are collecting data for the same set of students, therefore the totals on these forms are expected to match. Forms EF-2, and EF-3 will include patterned fields with the data from EF-1.

GLOSSARY

Credit: Recognition of attendance and/or performance in an instructional activity (course or program) that can be applied by a recipient toward requirements for a degree, diploma, certificate, or other formal award at a given institution.

Full-Time Equivalent (FTE): The Head Count enrollment is for both full-time and part-time students. The FTE is a computed figure based on average workload to determine how many of the students would equal one or more full-time students enrolled in courses as of the fall "snap shot" reported in the Annual Report Forms.

Noncredit Program: A program or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.

Primary Registration: The primary registration of a student is determined by the institution in which the student is registered in a degree program, not the institution in which the student is currently taking courses.