Form EF-1: Enrollment by Race and Gender
Fall Data for Current Academic Year

INSTRUCTIONS

For each group of degree programs enter the Head Count of students that have enrolled this fall for each racial/ethnic category and gender available.

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.

CREDIT HOURS

Calculate using semester credit hours; if using quarter hours, multiply by 0.67

[NOTE: If using any other system (e.g. units), convert to semester credit hours using reasonable method.]

FULL-TIME EQUIVALENT (FTE) DATA

Enter the FTE data for each applicable degree program where head count data is entered. FTE cannot exceed the headcount for any degree category and should be calculated as follows:

Masters Programs, Certificates and Diploma Programs, and Special/Unclassified

For each master's level program group, certificate and diploma programs and special/unclassified, FTE is computed using the *academic load*, and the *total number of credit hours* in which students are enrolled in a given semester for each degree program.

First, calculate academic load by **dividing the total number of credits required for the degree by the number of semesters** or quarters prescribed by the ATS *Bulletin*, Part 1, for degree duration or as described in the school's catalog.

> For example, if an MDiv degree requires 90 semester hours, and the school typically considers the degree to be a three-year degree, the load would be 15 hours per semester.

Then, **divide the total of credit hours for which students have enrolled in a given semester for the degree program by the academic load for the same period of time**.

> For example, if all MDiv students are enrolled for a total of 600 hours for the semester, and the academic load is 15 hours per semester, the FTE would equal 40.

Doctoral Programs

ATS will calculate FTE data for all doctoral level programs as one Head Count equals one FTE, except in the case of the DMin degree, which will be calculated as three Head Count equal one FTE.

RACE/ETHNIC CATEGORIES

Visa or Nonresident Alien: A person who is not a citizen or national of the United States or Canada and who is in the country on a temporary basis and does not have the right to remain indefinitely.

Black Non-Hispanic: A person having origins in any of the black racial groups of Africa.

American Indian, Alaskan Native, or Inuit: A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

White Non-Hispanic: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Note: Schools that do not collect information on the race and/or ethnicity of its students must enter the appropriate figures for race/ethnicity as "**Not Available**".

Form EF-1: Enrollment by Race and Gender
Fall Data for Current Academic Year

DEGREE PROGRAMS

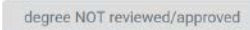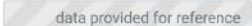| Basic Programs	Advanced Programs

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.
	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.

FORM FIELDS SHADING/PATTERNS

auto calculated field

data provided for reference

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 "snapshot" 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.