

# Florida College System

## Chapter 4

2014-15

**FULL TIME EQUIVALENT (FTE)**

July 1, 2014



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**Section 1 -  
Documents and Procedures**

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## Procedures and Definitions

### Purpose

The Department of Education uses the information in the Full-Time Equivalent (FTE) Enrollment reports in planning activities. The FTE are used in the Funding process, the Relative Space Needs program, the Cost Analysis, and ad hoc reports.

### Criteria

#### Data Submission

The FTE data are calculated using the Student Semester Hours (SSH) and Instructional Clock Hours (ICH). Prior to 1991-92, the colleges submitted the data as SSH or Credit Hour Equivalents (CHE) on paper forms (FA2, FA3, and FA4). Beginning with 1991-92, the SSH/ICH are reported in the Student Data Base.

The reporting year for FTE is Summer, Fall, and Winter/Spring.

#### FTE Reports

FTE is generated from the Student Data Base three times each year. The three reports are:

- FTE-1 Summer and Fall Beginning-of-Term enrollment with estimates of enrollment for the remainder of the year.
- FTE-2 Summer End-of-Term, Fall End-of-Term, and Winter/Spring Beginning-of-Term enrollment with estimates of enrollment for the rest of the Winter/Spring term.
- FTE-3 Summer, Fall, and Winter/Spring End-of-Term enrollment.

**Note: The FTE verification reports generated when data is loaded into the Student Data Base do not include the estimates for FTE-1 and FTE-2.**

FTE projections are calculated for the FTE Enrollment Plan, after the end of the Legislative Session, using historical FTE-3 data and the current year FTE-2 data.

Capital Outlay FTE projections are generated from the FTE Enrollment Plan, by distributing the projections by site using the latest FTE data. The CO FTE projections are done once per year and are submitted to Educational Facilities, Department of Education, by August 1 of each year.

The procedures for the FTE Estimates, the FTE Enrollment Plan, and the Capital Outlay FTE Projections were originally adopted by the State Board of Community Colleges, were later adopted by the Council of Presidents, and are documented in the Florida College System Guidelines and Procedures Manual.

## Admissions

Admission to associate degree programs is subject to minimum standards adopted by the State Board of Education and shall require:

- A standard high school diploma, a high school equivalency diploma as prescribed in s. 1003.435, previously demonstrated competency in college credit postsecondary coursework, or, in the case of a student who is home educated, a signed affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of s. 1002.41. Students who are enrolled in a dual enrollment or early admission program pursuant to ss. 1007.27 and 1007.271 and secondary students enrolled in college-level instruction creditable toward the associate degree, but not toward the high school diploma, shall be exempt from this requirement. **(F.S. 1007.263(2)(a))**
- A demonstrated level of achievement of college-level communication and computation skills. **(F.S. 1007.263(2)(b))**
- Any other requirements established by the board of trustees. **(F.S. 1007.263(2)(c))**

Admission to other programs within the community college shall include education requirements as established by the board of trustees. **(F.S. 1007.263(3))**

A student who has been awarded a special diploma as defined in s. 1003.438 or a certificate of completion as defined in s. 1003.428(7)(b) is eligible to enroll in certificate career education programs. **(2013 F.S. 1007.263(4))**

A student with a documented disability may be eligible for reasonable substitutions, as prescribed in ss. 1007.264 and 1007.265. Each board of trustees shall establish policies that notify students about developmental education options for improving their communication or computation skills that are essential to performing college-level work, including tutoring, extended time in gateway courses, free online courses, adult basic education, adult secondary education, or private provider instruction. **(2013 F.S. 1007.263(5))**

## Registered Students

A student is registered in instruction that is subject to tuition, out-of-state fees upon payment, waiver, or deferment of the fees, pursuant to law and rule, and the recording of the transaction. A student is registered in instruction that is not subject to matriculation and tuition fees when the institution records the enrollment.

**(2004 6A-14.076(2) FAC)**

## Enrollment

Each school district and Florida College System institution shall report only those students who have actually enrolled in instruction provided or supervised by instructional personnel under contract with the district or Florida College System institution in calculations of actual full-time enrollments for state funding purposes. A student who has been exempted from taking a course or who has been granted academic or technical credit through means other than actual coursework completed at the granting institution may not be calculated for enrollment in the course from which the student has been exempted

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or for which the student has been granted credit. School districts and Florida College System institutions that report enrollments in violation of this subsection shall be penalized at a rate equal to 2 times the value of such enrollments. Such penalty shall be charged against the following year's allocation from workforce education funds and shall revert to the General Revenue Fund. **(F.S. 1009.22(13))**

#### Fully Funded Direct Instructional Cost

Workforce Development Instruction: For a public educational institution that has been fully funded by an external agency for direct instructional costs of any course or program, the FTE generated shall not be reported for state funding. **(F.S. 1011.80(5)(d))**

Florida College Program Fund: When a public educational institution has been fully funded by an external agency for direct instructional costs of any course or program, the FTE generated shall not be reported for state funding. **(F.S. 1011.84(1)(f))**

Each board of trustees shall have the authority to negotiate tuition fees for courses and programs contracted by external agencies and companies which vary from the tuition fee provided for in this rule. Such negotiated fees may exceed the full cost of instruction. The courses and programs of instruction funded from these negotiated fees shall not be reported for state funding purposes. **(6A-14.054(7) FAC)**

Recreation and Leisure courses and courses fully funded by an external agency, except for Continuing Workforce Education (CWE) courses, cannot be reported on the Student Data Base. CWE will be reported on the Student Data Base with the FTE flag set to Z - not applicable. CCTCMIS will exclude the CWE from Funded FTE calculations. **(F.S. 1011.80(5)(a))**

#### Baccalaureate Degree Programs

The State Board of Education shall provide for the review and approval of proposals by Florida College System institutions to offer baccalaureate degree programs pursuant to *s. 1007.33*. A Florida College System institution, as defined in *s. 1000.21*, that is approved to offer baccalaureate degrees pursuant to *s. 1007.33* remains under the authority of the State Board of Education and the Florida College System institution's board of trustees. **(F.S. 1001.03(15))**

A Florida College System institution may:

Offer specified baccalaureate degree programs through formal agreements between the Florida College System institution and other regionally accredited postsecondary educational institutions pursuant to *s. 1007.22*.

Offer baccalaureate degree programs that were authorized by law prior to July 1, 2009.

Beginning July 1, 2009, establish a first or subsequent baccalaureate degree program for purposes of meeting district, regional, or statewide workforce needs if approved by the State Board of Education under this section. **(F.S. 1007.33(4)(a,b,c))**

The Legislature intends that the primary mission of a college, including a college that offers baccalaureate degree programs, continues to be the provision of associate degrees that provide access to a university. **(F.S. 1007.33(2))**

A Florida College System institution may not terminate its associate in arts or associate in science degree programs as a result of being authorized to offer one or more baccalaureate degree programs. The

Legislature intends that the primary responsibility of a Florida College System institution, including a Florida College System institution that offers baccalaureate degree programs, continues to be the provision of associate degrees that provide access to a university. **(F.S. 1007.33(3))**

Funding for baccalaureate degree programs shall be specified in the General Appropriations Act. A student in a baccalaureate degree program approved pursuant to *s. 1007.33* who is not classified as a resident for tuition purposes pursuant to *s. 1009.21* may not be included in calculations of full-time equivalent enrollments for state funding purposes. **(F.S. 1011.83(2))**

#### FTE Reporting

All FTE data are non-weighted.

The number of full-time equivalent students for the community college program fund is the college credits for which students register divided by thirty (30) plus the hours of instruction for which students register in other instruction divided by nine hundred (900). **(6A-14.076(1) FAC)**

FTE enrollments shall be counted and reported in the term in which the course begins (when students register). If a course begins in one reporting term or year and ends in another, student semester hours or credit hour equivalents will be reported in the term and year in which the course begins

#### Fee Refunds

Each college board of trustees shall establish a rule for the refund of matriculation, tuition, and other fees assessed pursuant to *Rule 6A-14.054*, FAC. Such rule shall include the following:

- A one hundred percent (100%) refund of matriculation and tuition fees when official drop notification is received and approved prior to the end of the college's published drop/add period. **(6A-14.0541(1) FAC)**
- Criteria for refunds when a student drops a course due to circumstances determined by the college to be exceptional and beyond the control of the student which may include but not be limited to serious illness, death, involuntary call to active military duty, or other emergency circumstance or extraordinary situations identified by college rule. **(6A-14.0541(2) FAC)**
- Exceptions to the hundred percent (100%) refund provision in subsection (1) shall be made pursuant to federal rules for prorated refunds. **(6A-14.0541(3) FAC)**
- Notwithstanding the provisions of *Rule 6A-14.076(3)*, FAC., refunds made pursuant to subsections (2) and (3) shall not affect the calculation of full-time equivalent students. **(6A-14.0541(4) FAC)**

When any fee refund results from a withdrawn registration, the credits or hours of instruction shall not be included in the calculation of full-time equivalent students. **(6A-14.076(3) FAC)**

#### Withdrawal and Forgiveness

The student may withdraw without academic penalty from any course by the mid-point in the semester. Withdrawals after that date would be granted only through established institutional procedures. **(6A-14.0301(1)(a) FAC)**

The student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course. **(6A-14.0301(1)(b) FAC)**

Forgiveness. Each college shall publish, in the catalog or student handbook, a statement which:

- Limits forgiveness to courses where D and F grades were earned. **(6A-14.0301(2)(a) FAC)**
- Limits to two (2) the number of times a course grade may be forgiven. **(6A-14.0301(2)(b) FAC)**
- Courses may be repeated if they are designated as repeatable, such as choir, music, or journalism or are individualized courses of study; or if they are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification. **(6A-14.0301(2)(d) FAC)**

Total attempts. A student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances. **(6A-14.0301(3) FAC)**

Audit enrollments shall not count as attempts unless such enrollment is declared after the end of the drop/add period. Developmental education students, who are required to be certified as completing competency-based developmental education instruction, shall not be enrolled as audits. **(6A-14.0301(5) FAC)**

Exceptions to the above provisions may be granted through an academic appeals process in accordance with the policies of the local board of trustees. **(6A-14.0301(6) FAC)**

#### Developmental Education Repeats

Fees for repeated enrollment in developmental education classes.—A student enrolled in the same developmental education class more than twice shall pay 100 percent of the full cost of instruction to support continuous enrollment of that student in the same class, and the student shall not be included in calculations of full-time equivalent enrollments for state funding purposes; however, students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class, provided approval is granted according to policy established by the board of trustees. Each Florida College System institution may review and reduce fees paid by students due to continued enrollment in a developmental education class on an individual basis contingent upon the student's financial hardship, pursuant to definitions and fee levels established by the State Board of Education. **(F.S. 1009.28)**

Students shall not enroll for more than three (3) attempts in each course to complete college preparatory instruction. Students who withdraw from a course under major extenuating circumstances may be granted an exception. Such exceptions require approval under guidelines established by the Florida College System institution the board of trustees. **(2012 6A-10.0315(11) FAC)**

FTE generated by these students shall not be reported for state funding.

### Credit Repeats

A student enrolled in the same undergraduate college-credit course more than twice shall pay tuition at 100 percent of the full cost of instruction and shall not be included in calculations of full-time equivalent enrollments for state funding purposes. However, students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class, provided that approval is granted according to policy established by the Florida College System institution board of trustees or the university board of trustees. Each Florida College System institution and state university may review and reduce fees paid by students due to continued enrollment in a college-credit class on an individual basis contingent upon the student's financial hardship. For purposes of this section, first-time enrollment in a class shall mean enrollment in a class beginning fall semester 1997, and calculations of the full cost of instruction shall be based on the system wide average of the prior year's cost of undergraduate programs for the Florida College System institutions and the state universities. Boards of trustees may make exceptions to this section for individualized study, elective coursework, courses that are repeated as a requirement of a major, and courses that are intended as continuing over multiple semesters, excluding the repeat of coursework more than two times to increase grade point average or meet minimum course grade requirements **(F.S. 1009.285)**

### Lifelong Learning Repeats

The category of lifelong learning is for students enrolled pursuant to *s. 1004.93*. A student shall also be reported as a lifelong learning student for his or her enrollment in any course that he or she has previously taken, unless it is a credit course in which the student earned a grade of D or F. **(F.S. 1011.84(1)(c))**

### Inmates

All state inmate education provided by Florida College System institutions shall be reported by program, FTE expenditure, and revenue source. These enrollments, expenditures, and revenues shall be reported and projected separately. Instruction of state inmates shall not be included in the full-time equivalent student enrollment for funding through the Florida College Program Fund. **(F.S. 1011.84(1)(e))**

State funds provided for the Florida College System Program Fund may not be expended for the education of state or federal inmates. **(2013 F.S. 1011.81(4))**

- State Correctional Inmate Enrollments

State correctional inmates under an instructional services contract where the instructional services are being provided in exchange for a monetary consideration. Does not include State Correctional Inmates paying their own fees in college credit (Advanced & Professional and Postsecondary Vocational) or developmental education courses. These enrollments are to be reported under Other Correctional Inmates.

- Federal Correctional Inmate Enrollments

Federal correctional inmates under an instructional services contract where the instructional services are being provided in exchange for a monetary consideration. Does

not include Federal Correctional Inmates paying their own fees in college credit (Advanced & Professional and Postsecondary Vocational) or developmental education courses. These enrollments are to be reported under Other Correctional Inmates.

- Other Correctional Inmates  
Correctional inmate students not reported under the two correctional categories described above.
- City/Municipal Correctional Inmates - Non-Fee Paying  
Adult Basic, Secondary, and GED enrollments are considered as fee paying.
- County Correctional Inmates - Non-Fee Paying  
Adult Basic, Secondary, and GED enrollments are considered as fee paying.
- City/Municipal Correctional Inmates - Fee Paying
- County Correctional Inmates - Fee Paying
- State Correctional Inmates - Fee Paying  
Advanced & Professional, Postsecondary Vocational, and Developmental Education Courses only
- Federal Correctional Inmates - Fee Paying  
Advanced & Professional, Postsecondary Vocational, and Developmental Education Courses only

#### Fee Waivers

- Eight Percent Vocational Waiver  

School districts and Florida College System institutions may waive fees for any fee-nonexempt student. The total value of fee waivers granted by the school district or Florida College System institution may not exceed the amount established annually in the General Appropriations Act. Any student whose fees are waived in excess of the authorized amount may not be reported for state funding purposes. Any school district or Florida College System institution that waives fees and requests state funding for a student in violation of the provisions of this section shall be penalized at a rate equal to 2 times the value of the full-time student enrollment reported. **(F.S. 1009.26(1))**

Pursuant to the provisions of section *1009.26(1)*, Florida Statutes, colleges may grant fee waivers for programs funded through Workforce Development Education appropriations for up to 8 percent of the fee revenues that would otherwise be collected. **(2013 General Appropriations Act - Section 2 - 126)**
- Spouses of Deceased State Employees Waiver

The spouse of a deceased state employee is entitled, when eligible for the payment of student fees by the state as employer pursuant to *s. 440.16*, in lieu of such payment, to a full waiver of student fees for up to 80 semester hours in any Florida College System institution. **(F.S. 1009.26(7))**

▪ State Employee Fee Waiver

As a benefit to the employer and employees of the state, subject to approval by an employee's agency head or the equivalent, each state university and Florida College System institution shall waive tuition and fees for state employees to enroll for up to 6 credit hours of courses per term on a space-available basis. **(F.S. 1009.265(1))**

▪ Purple Heart Fee Waiver

A state university or Florida College System institution shall waive undergraduate tuition for each recipient of a Purple Heart or another combat decoration superior in precedence who:

Is enrolled as a full-time, part-time, or summer-school student in an undergraduate program that terminates in a degree or certificate;

Is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of this state; and

Submits to the state university or the Florida College System institution the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence. If the DD-214 is not available, other documentation may be acceptable if recognized by the United States Department of Defense or the United States Department of Veterans Affairs as documenting the award. **(F.S. 1009.26(8)(a)(b)(c))**

▪ Victim of Wrongful Incarceration

"Wrongfully incarcerated person" means a person whose felony conviction and sentence have been vacated by a court of competent jurisdiction and, with respect to whom pursuant to the requirements of *s. 961.03*, the original sentencing court has issued its order finding that the person neither committed the act nor the offense that served as the basis for the conviction and incarceration and that the person did not aid, abet, or act as an accomplice or accessory to a person who committed the act or offense. **(F.S. 961.02(4))**

A waiver of tuition and fees for up to 120 hours of instruction at any career center established under *s. 1001.44*, Florida Statutes, any community college as defined in *s. 1000.21(3)*, Florida Statutes, or any state university as defined in *s. 1000.21(6)*, if the wrongfully incarcerated person meets and maintains the regular admission requirements of such career center, community college, or state university; remains registered at such educational institution; and makes satisfactory academic progress as defined by the educational institution in which the claimant is enrolled. **(F.S. 961.06(1)(b))**

▪ Public School Classroom Teacher

A state university or Florida College System institution may waive tuition and fees for a classroom teacher, as defined in *s. 1012.01(2)(a)*, who is employed full-time by a school district and who meets the academic requirements established by the college or state university for up to 6 credit hours per term on a space-available basis in undergraduate courses approved by the Department of Education. Such courses shall be limited to undergraduate courses related to special education, mathematics, or science. The waiver may not be used for courses scheduled during the school district's regular school day. The State Board of Education shall adopt a rule that prescribes the process for the approval of courses by the department. **(F.S. 1009.26(10))**

- **\$10K Baccalaureate Fee Waiver**

A Florida College System institution may waive any portion of the tuition for the purpose of offering a baccalaureate degree for state residents for which the cost of tuition and the fees specified in this subsection does not exceed \$10,000 for the entire degree program. Waivers provided pursuant to this subsection shall be applicable for upper-level courses not to exceed 100 percent of the number of required credit hours of the baccalaureate degree program for which the student is determined eligible. **(F.S. 1009.26(11))**

#### Fee Exemptions

The following students are exempt from the payment of tuition and fees, including lab fees, at a school district that provides postsecondary career and technical programs, community college, or state university:

- **Dual Enrolled (Dual Credit) High School Students Exemption**

A student enrolled in a dual enrollment or early admission program pursuant to *s. 1007.271*. **(2011 F.S. 1009.25(1)(a))**

Early admission is a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. A student must enroll in a minimum of 12 college credit hours per semester or the equivalent to participate in the early admission program; however, a student may not be required to enroll in more than 15 college credit hours per semester or the equivalent. Students enrolled pursuant to this subsection are exempt from the payment of registration, tuition, and laboratory fees. **(F.S. 1007.271(10))**

Advanced placement shall be the enrollment of an eligible secondary student in a course offered through the Advanced Placement Program administered by the College Board. Postsecondary credit for an advanced placement course shall be limited to students who score a minimum of 3, on a 5-point scale, on the corresponding Advanced Placement Examination. The specific courses for which students receive such credit shall be identified in the statewide articulation agreement required by *s. 1007.23(1)*. Students of Florida public secondary schools enrolled pursuant to this subsection shall be exempt from the payment of any fees for administration of the examination regardless of whether or not the student achieves a passing score on the examination. **(F.S. 1007.27(5))**

The International Baccalaureate Program shall be the curriculum in which eligible secondary students are enrolled in a program of studies offered through the International Baccalaureate Program administered by the International Baccalaureate Office. The State Board of Education and the Board of Governors shall specify in the statewide articulation agreement required by *s. 1007.23(1)* the cutoff scores and International Baccalaureate Examinations which will be used to grant postsecondary credit at Florida College System institutions and universities. Any changes to the articulation agreement, which have the effect of raising the required cutoff score or of changing the International Baccalaureate Examinations which will be used to grant postsecondary credit, shall only apply to students taking International Baccalaureate Examinations after such changes are adopted by the State Board of Education and the Board of Governors. Students shall be awarded a maximum of 30 semester credit hours pursuant to this subsection. The specific course for which a student may receive such credit shall be specified in the statewide articulation agreement required by *s. 1007.23(1)* **(F.S. 1007.27(7))**

The Advanced International Certificate of Education Program and the International General Certificate of Secondary Education (pre-AICE) Program shall be the curricula in which eligible secondary students are enrolled in programs of study offered through the Advanced International Certificate of Education Program or the International General Certificate of Secondary Education (pre-AICE) Program administered by the University of Cambridge Local Examinations Syndicate. The State Board of Education and the Board of Governors shall specify in the statewide articulation agreement required by *s. 1007.23(1)* the cutoff scores and Advanced International Certificate of Education examinations which will be used to grant postsecondary credit at Florida College System institutions and universities. Any changes to the cutoff scores, which changes have the effect of raising the required cutoff score or of changing the Advanced International Certification of Education examinations which will be used to grant postsecondary credit, shall apply to students taking Advanced International Certificate of Education examinations after such changes are adopted by the State Board of Education and the Board of Governors. Students shall be awarded a maximum of 30 semester credit hours pursuant to this subsection. The specific course for which a student may receive such credit shall be determined by the Florida College System institution or university that accepts the student for admission. Students enrolled in either program of study pursuant to this subsection shall be exempt from the payment of any fees for administration of the examinations regardless of whether the student achieves a passing score on the examination. **(F.S. 1007.27(8))**

Student's courses with a Dual Enrollment (Dual Credit) Exemption are coded on the Student Data Base as fee-paying students and are not categorized by any fee waiver or exemption coding.

- Apprenticeship Exemption
  - A student enrolled in an approved apprenticeship program, as defined in *s. 446.021*. **(F.S. 1009.25(1)(b))**
  - Student's courses with an apprenticeship exemption are coded on the Student Data Base as fee-paying students and are not categorized by any fee waiver or exemption coding.
- Road to Independence, Relative Caregiver, and Adoption Exemptions

- A student who is or was at the time he or she reached 18 years of age in the custody of the Department of Children and Family Services or who, after spending at least 6 months in the custody of the department after reaching 16 years of age, was placed in a guardianship by the court. Such exemption includes fees associated with enrollment in applied academics for adult education instruction. The exemption remains valid until the student reaches 28 years of age. **(2013 F.S. 1009.25(1)(c))**
- (d) A student who is or was at the time he or she reached 18 years of age in the custody of a relative under *s. 39.5085* or who was adopted from the Department of Children and Family Services after May 5, 1997. Such exemption includes fees associated with enrollment in applied academics for adult education instruction. The exemption remains valid until the student reaches 28 years of age. **(2013 F.S. 1009.25(1)(d))**
- **Welfare Transition Exemption**
  - A student enrolled in an employment and training program under the welfare transition program. The regional workforce board shall pay the state university, Florida College System institution, or school district for costs incurred for welfare transition program participants. **(F.S. 1009.25(1)(e))**
- **Homeless Fee Exemption**
  - A student who lacks a fixed, regular, and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed to provide temporary residence for individuals intended to be institutionalized, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. . **(F.S.1009.25(1)(f))**

#### Other Fee Waivers and Exemptions

- **Children or Spouses of Law Enforcement Officers killed in the line of duty Waiver**

If a law enforcement, correctional, or correctional probation officer is accidentally killed as specified in paragraph (2)(b) on or after June 22, 1990, or unlawfully and intentionally killed as specified in paragraph (2)(c) on or after July 1, 1980, the state shall waive certain educational expenses that the child or spouse of the deceased officer incurs while obtaining a career certificate, an undergraduate education, or a postgraduate education. The amount waived by the state shall be an amount equal to the cost of tuition, matriculation, and other statutorily authorized fees for a total of 120 credit hours for a career certificate or an undergraduate education. **(F.S. 112.19(3))**
- **Children of Firefighters killed in the line of duty Waiver**

If a firefighter is accidentally killed as specified in paragraph (2)(b) on or after June 22, 1990, or unlawfully and intentionally killed as specified in paragraph (2)(c), on or after July 1, 1980, the state shall waive certain educational expenses that children of the deceased firefighter incur while obtaining a career certificate, an undergraduate education, or a graduate or post baccalaureate professional degree. The amount waived by the state shall be an amount equal to the cost of tuition, matriculation, and other statutorily authorized fees for a total of 120 credit hours for a career certificate or an undergraduate education. **(F.S. 112.191(3))**

- 54 FTE Exemption

Each Florida College System institution authorized to grant student fee exemptions from all fees adopted by the State Board of Education and the Florida College System institution board of trustees for up to 54 full-time equivalent students or 1 percent of the institution's full-time equivalent enrollment, whichever is greater, at each institution. **(2013 F.S. 1009.25(2))**

Student's courses with a 54 FTE Exemption are coded on the Student Data Base as fee-paying students and are not categorized by any fee waiver or exemption coding.

### Unauthorized Fee Waiver

Fee waivers not authorized for FTE funding. The unauthorized fee waivers do not include the "extra 54 FTE fee exemptions".

School districts and Florida College System institutions may waive fees for any fee-nonexempt student. The total value of fee waivers granted by the school district or Florida College System institutions may not exceed the amount established annually in the General Appropriations Act. Any student whose fees are waived in excess of the authorized amount may not be reported for state funding purposes. Any school district or Florida College System institution that waives fees and requests state funding for a student in violation of the provisions of this section shall be penalized at a rate equal to 2 times the value of the full-time student enrollment reported. **(F.S. 1009.26(1))**

## Definitions

### Base FTE

For FTE reporting, Base FTE excludes FTE for Recreation and Leisure courses, courses for which the direct instructional costs have been fully funded by an external agency, Developmental Education courses in which the student is enrolled in the same course more than two times, and College Credit courses in which the student is enrolled in the same course more than two times. Lifelong Learning is included in Base FTE.

### Funded FTE

For FTE reporting, Funded FTE is the Base FTE excluding FTE for courses where an inmate did not pay fees (Non-Fee Paying Inmates), courses where the student received an exemption or waiver, which was not authorized by law or rule (Unauthorized Fee Waivers), Adults with Disabilities, students in a baccalaureate degree program who is not classified as a resident for tuition purposes (Upper Division Non-resident), Continuing Workforce Education, and Lifelong Learning, and Adult Ed Courses for coenrolled students except for two Core Courses.

### Estimates

Annual FTE for the current reporting year based on the current FTE reported.

### Projections

Annual FTE for future years based on 3 to 6 historical years. The last historical year may be estimated FTE.

### Credit

Credit is a unit of measure assigned to courses or course equivalent learning. Credit is awarded if the learning activity it represents is part of, or preparatory for, an organized and specified program leading to a postsecondary certificate or degree. Credit is a device which indicates to the learner, to educational institutions, to employers, and to others how much of the program the learner has completed. The credit awarded may be independent of where the learning occurs. If a learning activity does not meet these requirements, credit shall not be awarded. The only types of postsecondary credit authorized are: (a) College Credit, (b) Clock Hour, (c) Developmental Credit, and (d) Institutional Credit. **(2013 6A-10.033(1) FAC)**

General Usage - Credit is college credit only.

### College Credit

College credit is the type of credit assigned by Florida College System institutions to courses or course equivalent learning that is part of an organized and specified program leading to a baccalaureate, associate degree, certificate, or Applied Technology Diploma pursuant to the stipulations in subsections *6A-14.030(5)-(8)*, F.A.C. One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction; with credits for such activities as laboratory instruction, internships, and clinical experience

determined by the institution based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours. **(2013 6A-10.033(1)(a) FAC)**

### **Clock Hour**

A clock hour is the unit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a Career and Technical Certificate or Applied Technology Diploma pursuant to the stipulations in subsections *6A-14.030(6)*, (9), F.A.C. It applies to postsecondary adult career courses as defined in *Section 1004.02(26)*, F.S. One (1) clock hour is based on the learning expected from the equivalent of thirty (30) hours of instruction. For purposes of Title IV Student Aid Programs under the Higher Education Act, colleges should defer to *Title 34 Section 688* of the Code of Federal Regulations. **(2013 6A-10.033(1)(b) FAC)**

### **Developmental Credit**

Developmental credit is the type of credit assigned by Florida College System institutions to courses that provide degree seeking students who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to *Rule 6A-10.0315*, F.A.C. One (1) developmental credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction. Developmental courses provide competency-based instruction to develop college entry competencies in the communication and computation skills described in *Rule 6A-10.0319*, F.A.C. **(2013 6A-10.033(1)(c) FAC)**

### **Institutional Credit**

Institutional credit is postsecondary credit that is competency-based. Institutional credit is not guaranteed to automatically transfer. **(2013 6A-10.033(1)(d) FAC)**

### **Non-credit**

Noncredit is a term indicating that credit, as defined herein, is not awarded. . It applies to the instructional classifications of noncredit continuing education, adult general education, citizenship, recreational, community education, and community instructional services. The unit of measure is hours of instruction. **(2013 6A-10.033(2) FAC)**

### **Student Semester Hours (SSH)**

The number of college credit hours in Advanced and Professional, Postsecondary Vocational, Developmental Education, and Educational Preparatory Institute courses for which students are duly registered during each term. Report student semester hours to the nearest 1/10 SSH (one decimal place).

### **Instructional Clock Hours (ICH) or Contact Hours**

One hour (60 minutes) of instruction in a non-credit course.

### **Credit Hour Equivalents (CHE)**

These are the computed equivalents of student semester hours (SSH) in non-college credit or vocational preparatory courses. Base credit hour equivalents (CHE) are ICH/30.

### **Initial Registration**

Includes the student semester hours (SSH) or instructional clock hours (ICH) officially registered during the major registration at, or prior to, the beginning of the term, including the "Drop/Add" period.

### **Other Registrations**

Include the number of SSH/ICH registered at times other than initial registration. Note that "Other Registrations" does not refer to hours registered to the "Drop/Add" period or other adjustments to the Initial Registration.

### **Waivers**

Fees waived at the discretion of the college Board of Trustees. Some waivers are allowed to count for Funded FTE. Fee Waivers are shown as expenses on financial reports.

### **Exemptions**

Fees which must be exempted because of state law or rule. All fee exemptions are counted for Funded FTE. Fee Exemptions have no cost involved and are not shown as expenses on financial reports.

### **Residency**

Student's legal residence as defined in *F.S. 1009.21* and *F.S. 1009.22*.

Residence codes are:

- a) Florida resident
- b) Non-Florida resident
- c) Non-Florida resident paying differential out-of-state fee
- d) Unknown

### **Disability Enrollments**

Students with a disability requiring institutional assistance as defined by the Federal Government. Reported on the Student Data Base in Data Element 1002 - Disabled Classification.

### **Enrollments by Site**

The FTE registered by students in courses or programs offered at each site listed in the College Site Inventory recorded in the CCMIS Facilities Database. Included in the appropriate site report are the FTE registered by students in courses or programs at another location that would be housed on site if college owned permanent facilities were available. Reported under site 99 are the FTE registered by students in courses or programs not requiring college owned permanent

facilities. Note: some sites may have zero enrollments. The summation of FTE for all sites will equal the total college FTE.

### **Upper Level**

Bachelor's degree. Each Florida College System institution is authorized to seek State Board of Education approval to provide programs of instruction consisting of upper division college credit courses as defined in subparagraph *6A-10.033(1)(a)2.*, F.A.C., to prepare for entry into employment, pursuant to *Section 1007.33*, F.S. The bachelor's degree shall be awarded upon satisfactory completion of a planned program of one hundred and twenty (120) college credits, unless otherwise approved by the State Board of Education, after demonstration of the attainment of predetermined and specified performance requirements. The bachelor's degree must include thirty-six (36) college credits of general education coursework and foreign language competence. **(6A-14.030(1) FAC)**

### **Advanced and Professional, and Postsecondary Vocational**

Associate in Arts Degree. Each community college shall provide programs of instruction consisting of courses offered to freshmen and sophomores in baccalaureate programs. The courses shall be classified in the Community College Management Information System as advanced and professional courses. Satisfactory completion of courses within the programs shall be recognized by the award of units of measure called college credit. **(2013 6A-14.030(2) FAC)**

Associate in Science Degree. Each community college is authorized to provide programs of instruction consisting of college-level courses to prepare for entry into employment. The courses shall be based in theory and of sufficient complexity, rigor, and theory to be college level. The courses shall be classified in the Community College Management Information System as advanced and professional courses or postsecondary vocational courses. The programs shall not include courses classified as postsecondary adult vocational courses. Satisfactory completion of courses within the programs shall be recognized by the award of units of measure called college credit. **(2013 6A-14.030(3) FAC)**

Associate in Applied Science Degree. Each community college is authorized to provide programs of instruction consisting of college-level courses to prepare for entry into employment. The courses shall be based in theory and be of sufficient complexity, rigor, and theory to be college level. The courses shall be classified in the Community College Management Information System as advanced and professional courses or postsecondary vocational courses. The programs shall not include courses classified as postsecondary adult vocational courses. Satisfactory completion of courses within the programs shall be recognized by the award of units of measure called college credit. **(2013 6A-14.030(4) FAC)**

A Technical Certificate consisting of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an associate in science degree (A.S.) or an associate in applied science degree (A.A.S.) program offered in the State of Florida and which prepares students for entry into employment, may be awarded to students who evidence satisfactory completion of the program. **(2013 6A-14.030(5) FAC)**

An Advanced Technical Certificate consisting of a program of instruction of nine (9) hours or more but less than forty-five (45) credit hours of college-level courses may be awarded to

students who have already received an associate in science degree or an associate in applied science degree and are seeking an advanced specialized planning program of study to supplement their associate degree. **(2013 6A-14.030(7) FAC)**

### **Postsecondary Vocational and Postsecondary Adult Vocational**

An Applied Technology Diploma consisting of a course of study that is part of an associate in science degree (A.S.) or an associate in applied science degree (A.A.S.) is less than sixty (60) credit hours, and leads to employment in a specific occupation may be awarded to students who have met the requirements of that diploma. An applied technology diploma program may consist of either technical credit or college credit. **(2013 6A-14.030(6) FAC)**

### **Workforce Development Education**

"Workforce development education" means adult general education or career education and may consist of a continuing workforce education course or a program of study leading to an occupational completion point, a career certificate, an applied technology diploma, or a career degree. **(2004 F.S. 1004.02(26))**

### **Career Program, or Postsecondary Adult Vocational**

"Career program" means a group of identified competencies leading to occupations identified by a Classification of Instructional Programs number. **(F.S. 1004.02(25))**

Career and Technical Certificate. Each community college and postsecondary technical center may provide programs of instruction consisting of noncollege-level courses to prepare for entry into employment. The courses shall be classified in the Community College Management Information System as postsecondary adult vocational courses. Satisfactory completion of courses within the programs shall be recognized by the award of units of measure called technical credit. Upon satisfactory completion of a planned program, including the demonstration of the attainment of predetermined and specified performance requirements, and subject to law and rule, the career and technical certificate shall be awarded. **(2013 6A-14.030(9) FAC)**

### **Continuing Workforce Education**

"Continuing workforce education" means instruction that does not result in a technical certificate, diploma, associate in applied science degree, or associate in science degree. Continuing workforce education is for:

- a) Individuals who are required to have training for licensure renewal or certification renewal by a regulatory agency or credentialing body;
- b) New or expanding businesses as described in chapter 288;
- c) Business, industry, and government agencies whose products or services are changing so that retraining of employees is necessary or whose employees need training in specific skills to increase efficiency and productivity; or
- d) Individuals who are enhancing occupational skills necessary to maintain current employment, to cross train, or to upgrade employment.

**(F.S. 1004.02(13))**

Continuing Workforce Education. Each community college may provide continuing education instruction tailored to individual needs and designed to improve job performance. Such instruction shall be classified in the Community College Management Information System as continuing workforce education, a noncredit classification. **(2013 6A-14.030(10) FAC)**

Expenditures for the continuing workforce education programs provided by the Florida College System institutions or school districts must be fully supported by fees. Enrollments in continuing workforce education courses shall not be counted for purposes of funding full-time equivalent enrollment. **(F.S. 1011.80(5)(a))**

### **Developmental Instruction**

Developmental instruction. Each Florida College System institution shall provide, according to the needs of its students, instruction to remedy deficiencies in the knowledge and skills judged necessary upon entry into a degree or certificate program of instruction in order to progress satisfactorily through the program. Such instruction shall be classified in the Community College Management Information System as developmental. Satisfactory completion of such instruction shall be recognized by the award of units of measure called developmental credit. **(2013 6A-14.030(12) FAC)**

### **Developmental Education**

"Developmental education " means instruction through which a high school graduate who applies for any college credit program may attain the communication and computation skills necessary to complete college credit instruction. **(2013 F.S. 1004.02(11))**

Developmental credit is the type of preparatory credit assigned to courses that provide high school graduates who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to *Rule 6A-10.0315*, FAC. One (1) developmental credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction, with credit for such things as laboratory instruction and individualized study determined by the institution based on the proportion of direct instruction to the laboratory exercise or individualized program. Developmental education courses provide competency-based instruction to develop college entry competencies in the communication and computation skills described in *Rule 6A-10.0319*, FAC. **(2013 6A-10.033(1)(c)1. FAC)**

Developmental Education. Preparatory instruction for students to enroll in college credit instruction shall be classified in the Community College Management Information System as developmental education. Satisfactory completion of such instruction shall be recognized by the award of units of measure called developmental credit. **(2013 6A-14.030(12) FAC))**

### **Applied Academics for Adult Education**

"Applied academics for adult education" or "applied academics instructions" means adult general education through which persons attain academic and workforce readiness skills at the level of functional literacy (grade levels 6.0-8.9) or higher so that such persons may pursue technical certificate education or higher-level technical education. **(2013 F.S. 1004.02(24))**

## English for Academic Purposes (EAP)

Beginning in Fall 2001-02, the Statewide Course Numbering System (SCNS) changed the prefix for English for Non-Native Speakers (ENS) and English as a Second Language (ESL) courses to EAP.

The SCNS definitions for each prefix are:

**ENS:** English for Non-Native Speakers (College-level courses)  
The courses classified in this prefix are designed to teach the English language to non-native speakers. Courses with the ENS prefix are at the college level.

**ESL:** Developmental Education English for Non-Native Speakers  
Courses designed to teach the English language to non-native speakers. Courses are categorized according to level of complexity and sophistication and include Developmental Education courses.

**EAP:** English as a Second Language for Academic Purposes  
Courses in this subject area utilize teaching methodologies and application of research in second language acquisition to prepare non-native speakers of English for success in college-level coursework.

For 1991-92 through 2000-01, ESL FTE was reported separately from Developmental Education based on the course prefix. Beginning in 2001-02, separate ICS codes were established for reporting EAP Developmental Education, EAP Vocational Preparatory, and EAP Literacy.

## Adult Basic and Secondary

High school diploma. Each community college with responsibility for adult basic and secondary instruction shall provide adult basic and secondary instruction as defined in *Section 1004.02*, Florida Statutes. Such instruction shall be classified in the Community College Management Information System as adult basic and secondary, a noncredit classification. **(2013 6A-14.030(11) FAC)**

## Adult Basic Education

"Adult basic education" means courses of instruction designed to improve the employability of the state's workforce through instruction in mathematics, reading, language, and workforce readiness skills at grade level equivalency 0-8.9. **(F.S. 1004.02(1))**

## Adult ESOL/ESL

"Adult ESOL" or "Adult ESL" means noncredit English literacy courses designed to improve the employability of the state's workforce through acquisition of communication skills and cultural competencies which enhance ability to read, write, speak, and listen in English. ESOL means

English for Speakers of Other Languages. ESL means English as a Second Language. The two terms are interchangeable. **(F.S. 1004.02(2))**

### **Adult General Education**

"Adult general education" means comprehensive instructional programs designed to improve the employability of the state's workforce through adult basic education, adult secondary education, English for Speakers of Other Languages, applied academics for adult education instruction, and instruction for adults with disabilities. **(2013 F.S. 1004.02(3))**

### **Adult High School Credit Program**

"Adult high school credit program" means the award of credits upon completion of courses and passing of state mandated assessments necessary to qualify for a high school diploma. Except as provided elsewhere in law, the graduation standards for adults shall be the same as those for secondary students. **(F.S. 1004.02(4))**

### **Adult Secondary Education**

"Adult secondary education" means courses through which a person receives high school credit that leads to the award of a high school diploma or courses of instruction through which a student prepares to take the General Educational Development test. **(F.S. 1004.02(5))**

### **Adult Student**

"Adult student" is a student who is beyond the compulsory school age and who has legally left elementary or secondary school. **(F.S. 1004.02(6))**

### **Adult with Disability**

"Adult with disability," means an individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment, and who requires modifications to the educational program, adaptive equipment, or specialized instructional methods and services in order to participate in workforce development programs that lead to competitive employment. **(F.S. 1004.02(7))**

If an adult student has been determined to be a disabled student eligible for an approved educational program for disabled adults provided pursuant to *s. 1004.93* and rules of the State Board of Education and is enrolled in a class with curriculum frameworks developed for the program, state funding for that student shall be provided at a level double that of a student enrolled in a special adult general education program provided by a Florida College System institution. **(F.S. 1011.84(1)(d))**

In compliance with *section 1011.84(1)(f)*, Florida Statutes, from the funds appropriated in Specific Appropriation 120, colleges shall not report any full time equivalent (FTE) enrollment for the instruction of students funded in the state grant and aid program for Adults with Disabilities because the program is fully funded by an external agency.

## **General Educational Development (GED) Preparation**

"General Educational Development (GED) test preparation" means courses of instruction designed to prepare adults for success on the five GED subject area tests leading to qualification for a State of Florida high school diploma. **(F.S. 1004.02(17))**

## **Educator Preparation Institute (EPI)**

Educator preparation institutes approved pursuant to this section may offer alternative certification programs specifically designed for non education major baccalaureate degree holders to enable program participants to meet the educator certification requirements of *s. 1012.56*. **(F.S. 1004.85(3))**

## **Certificate of Professional Preparation**

Community colleges may provide college level professional instruction, consisting of not less than nine (9) and not more than thirty (30) credit hours of courses and course equivalent modules, to prepare baccalaureate degree holders for licensure, certification, credentialing, examinations, or other demonstrations of competency necessary for entry into professional occupations. Satisfactory completion of these courses and modules shall be recognized by the award of units of measure called institutional credit. Upon satisfactory completion of a planned program that has been approved by the Department of Education, including the demonstration of competencies and the attainment of predetermined and specific performance requirements, and subject to law and rule, the certificate of professional preparation shall be awarded. If a community college is authorized to award a baccalaureate degree in the subject area of the certificate of professional preparation, then the college may award upper division college credit for such instruction in lieu of institutional credit. **(2013 6A-14.030(8) FAC)**

## **Lifelong Learning**

"Lifelong learning" means a noncredit course or activity offered by a school district or Florida College System institution which seeks to address community social and economic issues related to health and human relations, government, parenting, consumer economics, and senior citizens. **(F.S. 1004.02(18))**

The category of lifelong learning is for students enrolled pursuant to *s. 1004.93*. A student shall also be reported as a lifelong learning student for his or her enrollment in any course that he or she has previously taken, unless it is a credit course in which the student earned a grade of D or F. **(F.S. 1011.84(1)(c))**

Lifelong Learning Instruction. Each community college shall provide instructional activities to address community social and economic issues related to health and human relations, government, parenting, consumer economics, and senior citizens. Such instructional activities shall be classified in the Community College Management Information System as lifelong learning, a noncredit classification. **(2013 6A-14.030(14) FAC)**

## **Recreational and Leisure Time**

Recreational and Leisure Time Instruction. Each community college shall provide instructional activities to develop recreational or leisure time skills. Such instructional activities shall be classified in the Community College Management Information System as recreational and leisure time, a noncredit classification. **(2013 6A-14.030(15) FAC)**

## Program Areas

FTE is reported by Program Areas, which are grouped by ICS code. Below are the Program Areas which are reported, the ICS code for each program and the years the program is reported.

|     |   |  |
|-----|---|--|
| 1.  | Advanced and Professional<br>1.1xxx   | 1980-81 - present                      |
| 2.  | Postsecondary Vocational<br>1.2101, 1.2201, 1.2301, 1.2401, 1.2501, 1.2601, 1.2701                  | 1980-81 - present                      |
| 3.  | Postsecondary Adult Vocational<br>1.2102, 1.2202, 1.2302, 1.2402, 1.2502, 1.2602, 1.2702            | 1980-81 - present                      |
| 4.  | Apprenticeship<br>1.2997, 1.2998<br>1.2999  | 2006-07 - present<br>1992-93 - present |
| 5.  | Continuing Workforce Education Vocational<br>1.2103, 1.2203, 1.2303, 1.2403, 1.2503, 1.2603, 1.2703 | 1980-81 - present                      |
| 6.  | Adult General Education<br>1.3xxx   | 1980-81 - present                      |
| 7.  | Compensatory<br>1.31xx  | 1980-81 – 1984-85                      |
| 8.  | Developmental Education<br>1.3101   | 1985-86 - present                      |
| 9.  | Vocational Preparatory<br>1.3102  | 1985-86 - present                      |
| 10. | EAP Developmental Education<br>1.3103 * <b>(note 1)</b>   | 2001-02 - present                      |
| 11. | EAP Vocational Preparatory (ELCATE)<br>1.3104   | 2001-02 - present                      |
| 12. | Adult Elementary and Secondary<br>1.32xx  | 1980-81 - 1986-87                      |
| 13. | Adult Basic<br>1.3201   | 1987-88 - present                      |
| 14. | Adult Secondary<br>1.3202   | 1987-88 - present                      |
| 15. | GED Preparatory<br>1.3203   | 1987-88 - present                      |
| 16. | EAP Literacy<br>1.3204  | 2001-02 - present                      |
| 17. | Adults with Disabilities<br>1.3299  | 1992-93 - present                      |
| 18. | Lifelong Learning<br>1.3300   | 1987-88 - present                      |
| 19. | Community Instructional Service<br>1.4xxx   | 1980-81 - 1990-91                      |
| 20. | Citizenship<br>1.4100   | 1980-81 - 1987-88                      |

|                                    |                   |
|------------------------------------|-------------------|
| 21. Recreational and Leisure       |                   |
| 1.4200 * <b>(note 2)</b>           | 1980-81 - 1990-91 |
| 22. Educator Preparation Institute | 2006-07 - present |
| 1.5001                             |                   |

**Notes:**

- 1. FTE was calculated historically based on course prefix.**
- 2. Rec. & Leisure will not be collected on the Student Data Base nor reported on the FTE reports, but Rec. & Leisure will be collected and reported separately.**

**Section 2 -  
Division of Florida Colleges  
Guidelines for Student FTE**



## Florida College System Guidelines and Procedures

The Florida College System Guidelines and Procedures – Procedures for Student FTE (Full-time Equivalent) Estimates and Projections are available on the Florida Colleges web site at <http://www.fldoe.org/cc/policy/POLINDEX.asp> - item 5

**Section 3 -  
FTE Estimates Documentation**



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## FTE Estimates Model

### Purpose

Beginning with the 1991-92 reporting year, the College FTE was generated from the Student Data Base. The FTE is reported three times a year. The three reports are:

- FTE-1 Annual Estimates based on the Summer End-of-Term and Fall Beginning-of-Term Student Data Base submissions.
- FTE-2 Annual Estimates based on the Summer End-of-Term, Fall End-of-Term and Winter/Spring Beginning-of-Term Student Data Base submissions.
- FTE-3 Annual FTE calculated from the Summer End-of-Term, Fall End-of-Term and Winter/Spring End-of-Term Student Data Base submissions. The Student Data Base is closed and no further submissions are allowed.

### Methodology

Beginning in 2005-06, with the approval of the Enrollment Estimating Conference, credit and non-credit FTE estimates are calculated differently. The calculation of credit FTE estimates is the methodology described below. For non-credit FTE estimates, the prior year actual FTE is the estimated FTE.

For the FTE-1 estimates, the methodology uses the ratio of the sums of three years of FTE calculated for the Summer End-of-Term submission + Fall Beginning-of-Term submission and the annual End-of-Term data. For the FTE-2 estimates, the methodology uses the ratio of the sums of three years of FTE calculated for the Summer, Fall End-of-Term submission + Winter/Spring Beginning-of-Term submission and the annual End-of-Term data. If End-of-Term data is resubmitted before the Student Data Base is closed for the year, the latest submission data is used.

The FTE estimates are calculated by program areas. The program areas may change based on new requirements of the Legislature or the Enrollment Estimating Conference. The program areas are:

- Advanced and Professional
- Postsecondary Vocational
- Postsecondary Adult Vocational
- Apprenticeship
- Continuing Workforce Education
- Developmental Education
- Vocational Preparatory
- Adult Basic
- Adult Secondary and GED Prep
- Educator Preparation Institute

### Mathematical Model

|     |   |   |
|-----|---|---|
| YY  | = | Last 2 digits of the reporting year; i.e. 98 for 1997-98. |
| SE  | = | Summer End-of-Term FTE                                    |
| FB  | = | Fall Beginning-of-Term FTE                                |
| FE  | = | Fall End-of-Term FTE                                      |
| WB  | = | Winter/Spring Beginning-of-Term FTE                       |
| WE  | = | Winter/Spring End-of-Term FTE                             |
| CT  | = | College annual End-of-Term total FTE                      |
| R   | = | Ratio   |
| TOT | = | Calculated Total FTE                                      |

Where FTE estimates are calculated by program area and rounded to integers.

### FTE-1 Model

FTE-1 Use the ratio of the three year historical sums of the Summer End-of-Term + Fall Beginning-of-Term and the annual End-of-Term total and divide into the current year Summer End-of-Term + Fall Beginning-of-Term. Results are rounded to the nearest integer.

$$R = (SE_{yy-3} + FB_{yy-3} + SE_{yy-2} + FB_{yy-2} + SE_{yy-1} + FB_{yy-1}) \div (CT_{yy-3} + CT_{yy-2} + CT_{yy-1})$$

$$TOT = (SE_{yy} + FB_{yy}) \div R$$

### FTE-2 Model

FTE-2 Use the ratio of the three year historical sums of the Summer End-of-Term + Fall End-of-Term + Winter/Spring Beginning-of-Term and the annual End-of-Term total and divide into the current year Summer End-of-Term + Fall End-of-Term + Winter/Spring Beginning-of-Term. Results are rounded to the nearest integer.

$$R = (SE_{yy-3} + FE_{yy-3} + WB_{yy-3} + SE_{yy-2} + FE_{yy-2} + WB_{yy-2} + SE_{yy-1} + FE_{yy-1} + WB_{yy-1}) \div (CT_{yy-3} + CT_{yy-2} + CT_{yy-1})$$

If  $R > 1$  then set  $R = 1$

$$TOT = (SE_{yy} + FE_{yy} + WB_{yy}) \div R$$

**Example**

**ADVANCED & PROFESSIONAL**

| Year | Summer<br>E-o-T | Fall<br>B-o-T | Fall<br>E-o-T | Winter<br>E-o-T |
|------|-----------------|---------------|---------------|-----------------|
| 1995 | 734.8           | 1908.5        | 1901.2        | 1813.3          |
| 1996 | 716.7           | 1831.7        | 1839.1        | 1678.9          |
| 1997 | 674.2           | 1797.7        | 1798.1        | 1644.3          |
| 1998 | 659.0           | 1684.0        |               |                 |

**Compute A&P Total for 1997-98**

$$R = (SE_{yy-3} + FB_{yy-3} + SE_{yy-2} + FB_{yy-2} + SE_{yy-1} + FB_{yy-1}) \div (CT_{yy-3} + CT_{yy-2} + CT_{yy-1})$$

$$TOT = (SE_{yy} + FB_{yy}) \div R$$

$$CT_{95} = 734.8 + 1901.2 + 1813.3 = 4449.3$$

$$SE_{95} = 734.8$$

$$FB_{95} = 1908.5$$

$$CT_{96} = 716.7 + 1839.1 + 1678.9 = 4234.7$$

$$SE_{96} = 716.7$$

$$FB_{96} = 1831.7$$

$$CT_{97} = 674.2 + 1798.1 + 1644.3 = 4116.6$$

$$SE_{97} = 674.2$$

$$FB_{97} = 1797.7$$

$$R = (674.2 + 1797.7 + 716.7 + 1831.7 + 734.8 + 1908.5) \div (4116.6 + 4234.7 + 4449.3)$$

$$R = 7663.6 \div 12800.6$$

$$R = 0.598691$$

$$SE_{98} = 659$$

$$FB_{98} = 1684$$

$$TOT = (659 + 1684) \div 0.598691$$

$$TOT = 3914 \quad \text{====> Estimated Total A\&P for 1997-98}$$



**Section 4 -  
FTE Projections Documentation**



### **Projections Model**

Beginning in 1989-90, the Division of Florida Colleges began using the current Enrollment Projection Model. The Division calculates two types of projections: Budget and Capital Outlay. The Budget projections use Funded FTE which excludes State, Federal, County, and Municipal non-fee paying Inmates, Unauthorized Fee Waivers, Adults with Disabilities, and Lifelong Learning FTE.

The model is based on the participation rate of the FTE to the college district population. Simple linear regression is used to project the participation rate. The projected rate is multiplied by the projected population to get the projected FTE. The projected population data are obtained from the Governor's Office of Planning and Budgeting. The model can use three to six years of historical data and will project six to ten years based on the college totals. The projected college totals are then distributed by program area and by site. The program areas are determined by the needs of the Enrollment Estimating Conference and are based on the ICS code (Data Element 3001 of the Student Data Base). The site numbers are those reported on the Student Data Base in Course Section Location – Campus, part 2 (DE 3013).

The Budget projections usually use the first projected year from the model. The Capital Outlay projections use the sixth projected year. Beginning in 1993-94, the projections from the FTE Enrollment Plan are used as input to the Capital Outlay FTE Projection process.

### Mathematical Model

|         |   |   |                       |
|---------|---|---|-----------------------|
| FTE     | = | total college FTE                         |                       |
| POP     | = | college district population               |                       |
| PR      | = | participation rate                        |                       |
| Y       | = | years                                     |                       |
| N       | = | number of historical years = 3 to 6 years |                       |
| PRJ     | = | total college projected FTE               |                       |
| MY      | = | mean participation rate                   |                       |
| MX      | = | mean year                                 |                       |
| T       | = | temporary variable                        |                       |
| A       | = | slope                                     |                       |
| B       | = | y-intercept                               |                       |
| C       | = | projected participation rate              |                       |
| $PR_i$  | = | $FTE_i \div POP_i$                        | where $i = 1 \dots N$ |
| MY      | = | $(\sum PR_i) \div N$                      | where $i = 1 \dots N$ |
| MX      | = | $(\sum Y_i) \div N$                       | where $i = 1 \dots N$ |
| T       | = | $\sum(Y_i * PR_i) - N * MX * MY$          | where $i = 1 \dots N$ |
| A       | = | $T \div ((\sum Y_i^2) - N * MX^2)$        | where $i = 1 \dots N$ |
| B       | = | $MY - A * MX$                             |                       |
| $C_i$   | = | $B + A * Y_{N+i}$                         | where $i = 1 \dots 6$ |
| $PRJ_i$ | = | $C_i * POP_{N+i}$                         | where $i = 1 \dots 6$ |

## Example

### TOTAL COLLEGE FTE

$$\begin{aligned} \text{FTE}_1 &= 8074.6 \\ \text{FTE}_2 &= 8446.7 \\ \text{FTE}_3 &= 9201.0 \\ \text{FTE}_4 &= 9902.0 \end{aligned}$$

### COLLEGE DISTRICT POPULATION

$$\begin{aligned} \text{POP}_1 &= 381185 \\ \text{POP}_2 &= 397376 \\ \text{POP}_3 &= 412324 \\ \text{POP}_4 &= 425676 \\ \text{POP}_5 &= 438794 \\ \text{POP}_6 &= 451717 \\ \text{POP}_7 &= 464330 \\ \text{POP}_8 &= 476726 \\ \text{POP}_9 &= 488229 \\ \text{POP}_{10} &= 499001 \end{aligned}$$

### YEARS

$$\begin{aligned} Y_1 &= 1 \\ Y_2 &= 2 \\ Y_3 &= 3 \\ Y_4 &= 4 \end{aligned}$$

### NUMBER OF HISTORICAL YEARS

$$N = 4$$

### PARTICIPATION RATE

$$\text{PR}_i = \text{FTE}_i \div \text{POP}_i \quad \text{where } i = 1 \dots N$$

$$\begin{aligned} \text{PR}_1 &= 8074.6 \div 381185 \\ \text{PR}_1 &= .0211828 \\ \text{PR}_2 &= 8446.7 \div 397376 \\ \text{PR}_2 &= .0212561 \\ \text{PR}_3 &= 9201.0 \div 412324 \\ \text{PR}_3 &= .0223149 \\ \text{PR}_4 &= 9902.0 \div 425676 \\ \text{PR}_4 &= .0232618 \end{aligned}$$

### MEAN PARTICIPATION RATE

$$MY = (\sum PR_i) \div N \quad \text{where } i = 1 \dots N$$

$$MY = (.0211828 + .0212561 + .0223149 + .0232618) \div 4$$
$$MY = .0220039$$

### MEAN YEAR

$$MX = (\sum Y_i) \div N \quad \text{where } i = 1 \dots N$$

$$MX = (1 + 2 + 3 + 4) \div 4$$
$$MX = 2.5$$

### TEMPORARY VARIABLE

$$T = (\sum Y_i * PR_i) - N * MX * MY \quad \text{where } i = 1 \dots N$$

$$T = ((1 * .0211828) + (2 * .0212561) + (3 * .0223149) + (4 * .0232618)) - 4 * 2.5 * .0220039$$
$$T = .0036479$$

### SLOPE

$$A = T \div ((\sum Y_i^2) - N * MX^2) \quad \text{where } i = 1 \dots N$$

$$A = .0036479 \div (1 + 4 + 9 + 16) - 4 * 6.25$$
$$A = .0007295$$

### Y-INTERCEPT

$$B = MY - A * MX$$

$$B = .0220039 - .0007295 * 2.5$$
$$B = .0201802$$

PROJECTED PARTICIPATION RATE

$$C_i = B + A * Y_{N+i} \quad \text{where } i = 1...6$$

$$C_1 = .0201802 + .0007295 * 5$$
$$C_1 = .0238277$$

$$C_2 = .0201802 + .0007295 * 6$$
$$C_2 = .0245572$$

$$C_3 = .0201802 + .0007295 * 7$$
$$C_3 = .0252867$$

$$C_4 = .0201802 + .0007295 * 8$$
$$C_4 = .0260162$$

$$C_5 = .0201802 + .0007295 * 9$$
$$C_5 = .0267457$$

$$C_6 = .0201802 + .0007295 * 10$$
$$C_6 = .0274752$$

FTE PROJECTIONS

$$PRJ_i = C_i * POP_{N+i} \quad \text{where } i = 1...6$$

$$PRJ_1 = .0238277 * 438794$$
$$PRJ_1 = 10456$$

$$PRJ_2 = .0245572 * 451717$$
$$PRJ_2 = 11093$$

$$PRJ_3 = .0252867 * 464330$$
$$PRJ_3 = 11741$$

$$PRJ_4 = .0260162 * 476726$$
$$PRJ_4 = 12403$$

$$PRJ_5 = .0267457 * 488229$$
$$PRJ_5 = 13508$$

$$PRJ_6 = .0274752 * 499001$$
$$PRJ_6 = 1371$$

