

## FTE Data Collection

### Instructions for Completing the Fiscal Year Final Student Enrollment Report

The Fiscal Year Final Student Enrollment Report (FTE Report) is due to the Department of Higher Education on July 15th and will be submitted through online submission. These instructions describe the information to be provided in each template within the FTE Report. CCHE policy mandates the collection of aggregated data including headcount, credit hours and student full-time equivalent (FTE) enrollment for any given fiscal year. The policy can be found [here](#); the guidelines can be found [here](#); and the FTE Fact Sheet describing the use of this data can be found [here](#).

Any questions regarding these instructions, or the various forms, should be directed to Emily Burns at [Emily.Burns@dhe.state.co.us](mailto:Emily.Burns@dhe.state.co.us). Technical questions regarding the online form and submission should be directed to Maggie Yang at [Maggie.Yang@dhe.state.co.us](mailto:Maggie.Yang@dhe.state.co.us). Institutions will enter the headcount and credit hours into each template. FTE and totals will be calculated from the data provided.

#### Table 1 Summary:

The columns under “Resident Instruction” include the same classifications of students reported on prior years’ FTE Reports. That is, all credit hours generated in courses that meet the student full time equivalent (FTE) guidelines, separated into two subgroups – students who are classified as in-state and those who are classified as out-of-state for reporting purposes under Colorado Law (C.R.S. 23-7-101, et. seq.).

The column labeled “All Other Instruction (Not Claimable for State Support)” includes all FTE students not reported in the columns under “Resident Instruction” except for Continuing Education Unit enrollments.

Note: Adams State University and Colorado Mesa University will also complete a separate summary table for programs under their respective two year role and missions.

#### Table 4, Basic Skills:

Include only headcount and hours generated by students who are enrolled at your institution. Do not include students who enroll at other institutions under inter-institutional agreements.

Institutions with a two-year role and mission and area vocational schools may claim state FTE for credits generated in remedial/SAI courses. Community colleges may claim state FTE for academic skills and vestibule laboratory courses.

To calculate FTE generated in vestibule labs, divide the number of credit hours by a factor of 1.33. This factor has been applied to vestibule lab instruction since 1985.

Table 5, High School Student Concurrent Enrollment:

HB11-1319 created a new concurrent enrollment program, a subset of which is the ASCENT program. Institutions should refer to Article 35 of Title 22 for more information on these programs.

Home school students are ineligible to participate in these programs. Any home school student should be reported as special, non-degree seeking in the appropriate age category.

All other high school concurrent students are reported as other dual enrollment.

Table 7, Exemptions Approved by Commission for the Fiscal Year

The Commission is currently reexamining extended studies policy as it pertains to COF eligibility. Updates to this table and instructions for filling it out are forthcoming, pending Commission action.

Table 9, Two-Year Role Degree Level Summary

Only applies to Adams State University and Colorado Mesa University

The following enrollments are eligible under C.R.S. 12-47.1-701.5 and should be reported in Table 9:

Only credit hours generated by resident, in-state students

Credit hours generated by students enrolled in AA, AS, AGS, or AAS degree course and programs

Credit hours generated by nondegree-seeking students who are included as part of the community college role and mission for purposes of application to the Department of Higher Education Credit hours generated by students enrolled in development courses (remedial and/or Basic Skills courses). These credit hours should be reported regardless of the degree intent of the student

The following enrollments are specifically excluded in C.R.S. 12-47.1-701.5 and not eligible for funding:

Students who are admitted to a college on a competitive basis and are not enrolled in certificate, AA, AS, AGS, or AAS developmental or vocational courses

Students who are admitted pursuant to the Colorado Commission on Higher Education's undergraduate admissions standard index for a college or within the Colorado Commission on Higher Education's

admissions window for a college and are not enrolled in certificate, AA, AS, AGS, or AAS developmental or vocational courses

Students who are enrolled in classes that are not supported by state General Fund moneys

Table 10, International Students

C.R.S. § 23-1-113.5 (4) (a) requires a certain proportion of resident and nonresident incoming freshman, excluding foreign students. Table 10 breaks our foreign students thus providing an accurate number of domestic and foreign students and ensuring statutory compliance.

FTE generated by any student with a non-permanent visa (list available here) is included in this format.