

COLORADO COMMISSION ON HIGHER EDUCATION
FULL-TIME EQUIVALENT (FTE) REPORTING
GUIDELINES and PROCEDURES
April 2019

**COLORADO COMMISSION ON HIGHER EDUCATION
FTE REPORTING GUIDELINES**

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I. STATUTORY AUTHORITY, DEADLINES, and DEFINITIONS

Statutory Authority 23-1-105(1). The Colorado Commission on Higher Education (CCHE, the Commission) shall prescribe uniform financial reporting policies for counting and classifying Student Full Time Equivalents (FTE) for the institutions and governing boards within the state supported institutions of higher education.

Deadlines: The Student Full Time Equivalent Report (FTE Report) measures the Resident Instruction (RI) hours attempted in the **full year** preceding the report submission. The Census Report measures the Resident Instruction (RI) hours for which students have registered for the term in which the report is submitted and the actual Resident Instruction (RI) hours attempted in the prior term. For example, the Fall Census Report includes Fall estimates and Summer actuals and is typically due in mid-October. The Spring Census Report includes Spring estimates and Fall actuals and is typically due in mid-February.

Reference the SURDS Data Calendar for exact deadlines.

Definitions and Clarifications:

Resident Instruction Hours (RI): The term “resident instruction” (RI) is NOT defined by the instruction of “resident” students (as defined by tuition classification). RI Hours refer to credit hours that are *eligible for state support*; therefore, in terms of FTE Reporting terminology, In-State and Out of State RI hours combined are the opposite of “all other instruction” which is not claimable for state support. The defining feature of these credit hours is the source of funds: only those courses for which the source of funds is classified as Education and General (E&G) can be counted as RI hours. Resident Instruction hours must be credit hours which have been attempted by students (regardless of tuition classification) enrolled in the term for which the reporting is occurring.

Memoranda of Understanding (MOU) and Common Pool Arrangements: MOUs exist between institutions involved in common pool arrangements, although the contents of the MOUs vary. Depending on the source of course funding (RI/state support or cash/auxiliary) the hours generated as result of the common pool arrangements may be reported differently.

Cash Funded/Auxiliary Funded: Any course that is funded outside of the Education and General Budget (E&G). All Cash Funded/Auxiliary Hours are counted in the FTE submission tables under the column titled, “All Other Instruction Not Claimable for State Support”.

Other Non-Countable Credits: The following are examples of courses that are not eligible for state support and should be counted in “All Other Instruction Not Claimable for State Support”.

1. “Off-campus, extended campus, or continuing education courses not supported by state General Fund” as specified in Section 23-18-102(5)(a)(II)(D)(b), C.R.S.
2. Non-credit courses.
3. All course sections where enrollment is closed to the general public, the curriculum is customized for an employer or the course is funded by customized job training dollars, which are separately appropriated and outlined in statute, per Sections 23-60-306 and 23- 60-307, C.R.S.

4. Basic skills courses as defined in C.R.S. Section 23-1-113¹, **unless** said courses were administered at Adams State University, Colorado Mesa University, Western Colorado State University (Chaffee and Gunnison counties only)² and community colleges governed by the State board of Community Colleges and Occupational Education.
5. All transcribed credits not directly attributed to college instruction (e.g., AP, ACE, IB, and CLEP) at any two-year or four-year institution

The Full Year FTE Report: Consists of all attempted credit hours (including full institutional withdrawals. All attempted credits should be reported as of Course Census date when preparing the Full Year FTE Report.

The Census Report: Similar to the Full Year FTE Report, however, rather than reporting on a full year of credit hour attempts, the census report can be thought of as a snapshot taken at the term census date reflecting the total credit hour count (and that count in FTE enrollment terms) on that specific day rather than over a period of time. Census reports occur twice per year.

1. **Census Date:** The census date is the last date of the registration adjustment period, typically a date within 15 percent of the beginning date of the term, when students have the option to decide whether to drop a class without academic record or add a class without penalty. In most cases, census date refers to a term census date. However, the more precise rule for FTE reporting is course census date to accommodate courses in which instruction may begin after the term census date. Exceptions to this later rule may be appropriate for classes whose enrollment is not counted until the end of the class term. For the end of year FTE Report, census date affects three enrollment scenarios:
 - **Class Drops:** Students who formally process out of a class within the first 15 percent of a class term and the student's transcripts do not record enrollment in dropped class. Students who drop classes shall not be included in FTE data.
 - **Class Withdrawals:** Students who formally process out of a class enrollment after census date and the student receives a "W" or "NC" on the official transcript. Students who withdraw from a class shall be included in FTE reporting.
 - **Class Adds:** Students who add a course before the class census date can be claimed for FTE enrollment reporting. A student who adds a course after the class census date is ineligible for FTE enrollment reporting.

Full Year (FY, not fiscal year): Per IPEDS, the federal definition of a Full Year is a leading summer, fall, and spring semester.

¹ C.R.S. 23-1-113 (2)(a) Adams state university, Colorado Mesa university, Western state Colorado university in Chaffee and Gunnison counties, any local community college, and any community college governed by the state board for community colleges and occupational education may offer basic skills courses, as defined in section 23-1-113 (11)(b), and receive stipend payments from the state on behalf of eligible undergraduate students, as defined in section 23-18-102 (5), enrolled in basic skills courses.

² C.R.S. 23-56-101 – Western state Colorado university shall offer undergraduate liberal arts and sciences and professional degree programs, basic skills courses receiving resident credit pursuant to section 23-1-113.3, and a limited number of graduate programs.

Academic Year (AY): An academic year includes the fall and spring semesters or fall, winter, and spring quarter.

Full Time Equivalent (FTE): A student full-time equivalent (FTE) is calculated in 30 student credit hour increments as an undergraduate at a semester system school and 45 student credit hour increments at a quarter system school. Graduate student full time equivalents are calculated in 24 credit hour increments at a semester system school and 36 credit hour increments at a quarter system school.

Colorado Resident Student: In state tuition classification status is determined by tuition classification officers at each institution of higher education. Achieving in-state status requires *domicile* (legal, primary residence) in Colorado for the year immediately preceding the first day of class. During the one-year domicile period, students should comply with all legal obligations of a Colorado resident. Students under age 22 (unemancipated minors), are eligible for in-state tuition if a parent or court-appointed legal guardian has been domiciled in Colorado for one year.

Undergraduate: Defined as students pursuing non-graduate certificates, associate degrees, baccalaureate degrees, as well as non-degree seeking students enrolled in undergraduate courses. This includes students pursuing a second bachelor's degree.

Teacher Licensure: Even though Teacher Preparation certificate programs may require a bachelor's degree for admission, they are considered subbaccalaureate undergraduate programs, and students in these programs are undergraduate students.³

Graduate: Graduate students are defined as students pursuing graduate degrees, or certificates, or students taking graduate-level courses. Medical and Veterinary students are reported separately from graduated students.

³ <https://surveys.nces.ed.gov/ipeds/VisFaqView.aspx?mode=reg&id=10&show=all#997>

II. ADDITIONAL CLARIFICATIONS

Because tuition classification is a complex process, subject to policy and statutory revisions, a number of outlier cases exist and should be reported according to the following chart:

Name/Type	Statute	Summary	Tuition Classification Detail Code (Enrollment File)
CDHE Approved Reciprocity Agreements	C.R.S. 23 1 112	Allows students participating in this program to be claimed by Colorado institutions for state general fund, up to the maximum number of FTE allocated to the institution by DHE. Colorado has approved reciprocity agreements with New Mexico and Utah in SURDS files.	2
U.S. Armed Forces and Their Dependents	C.R.S. 23 7 103(1)(c)(I) and (II)	Allows U.S. military personnel and dependents to be granted in-state tuition status, prior to having been domiciled in Colorado for twelve continuous months, upon moving to Colorado on a permanent change-of- station basis, for courses that are not taken on military bases. Credits generated in off-base courses may be reported for FTE general fund support, but these credit hours must be separately identified in the End of Year FTE Report.	3
Canadian Military Personnel and Their Dependents	C.R.S. 23-7-106	Provides that any member of the military forces of Canada stationed in Colorado, or the dependent of any such member, shall receive in-state tuition status at any institution of higher education in this state. No member of the Canadian military shall be deemed to be stationed in this state unless he maintains a full- time principal residence in this state. In- state tuition status for Canadian military personnel or their dependents shall terminate at the conclusion of the current quarter or semester upon transfer to any station outside this state.	4
Olympic Athletes	C.R.S. 23-7-105	Allows athletes living in Colorado Springs and training at the Olympic Training Center, or at a facility in Colorado Springs approved by the Olympic governing board to be considered in-state students for the purposes of assessing tuition and generating FTE reimbursable credits at any state-supported institution of higher education.	5
Chinese and Russian students in Graduate Public Policy Programs	C.R.S. 23-7-107	Allows students from The Commonwealth of Independent States (Russia) and the People's Republic of China in graduate public policy programs to be allowed to receive in-state tuition. However, these students may not be counted as resident students for any purpose other than tuition classification.	6
WICHE Regional Graduate Program (WRGP)	C.R.S. 23-1-108(10)	Allows postgraduate or professional students participating in this program to be claimed by Colorado institutions as in-state students for the purposes of assessing tuition, enrollment reporting, and budgetary reporting.	7

WICHE Undergraduate Exchange Program (WUE)	C.R.S. 23-1-108(10)	Students participating in the WUE program are assessed 150% of the in-state tuition rate of the Colorado	8
Colorado Educational Exchange Program	C.R.S. 23 3.3-601	Allows students to be reported as in-state students for the purposes of assessing tuition, enrollment reporting, and budgetary reporting. The institution must be approved by DHE to participate in the Colorado Educational Exchange Program. No student may be a recipient or participant for more than one year.	9
Economic Development	C.R.S. 23-7-109	Grants in-state status to employees and employee's children (NOT spouses) if employee moved to Colorado as the result of the employer's moving "all or a portion of its operations to Colorado as a result of receiving an incentive from the Colorado Office of Economic Development or an incentive from a local government economic incentive program. Effective August 8, 2007.	B
Faculty Dependent	C.R.S 23-7-109	Grants in-state tuition to the child of a new faculty member (but NOT to the faculty member or spouse) at "a state-supported institution of higher education." Effective August 8, 2007.	C
Honorably Discharged Veterans	C.R.S. 23-7-103	Beginning with the fall semester of FY 2009-10, this legislation requires that state institutions of higher education charge resident tuition rates to honorably discharged veterans. State institutions of higher education may also extend the resident rate to spouses and dependents of veterans.	D
COF Affidavit (ASSET)	C.R.S. 23-7-110	Beginning in Fall 2013, this code is for identifying students completing a COF Affidavit for the enrollment period. Report student as in-state tuition classification in SURDS files.	E
Veterans Choice Act Benefit Recipient	Veterans Choice Act Section 702	Veterans Choice Act Section 702; beginning in Fall 2015, this federal legislation requires that state institutions of higher education charge resident tuition rates to veterans or their dependents, if applicable, who are receiving benefits under the Post 9/11 GI Bill or Montgomery GI Bill and meet the criteria spelled out in the Veteran's Choice Act.	F
Persons Moving to Colorado for Employment	C.R.S. 23-7-111	Grants in-state status to students whose parent or legal guardian moves to Colorado for the purpose of accepting a job in the state during the child's senior year of high school	G
Unaccompanied Homeless Youth	C.R.S. 23-7-103.5	Grants in-state tuition classification to persons having not yet reached the age of 22 and having been verified to meet certain definitions of homelessness or at risk of homelessness outlined in CRS 23-7-103.5	H

III. RELATIONSHIP BETWEEN CREDIT REPORTED and ACADEMIC ACTIVITIES

To establish a statewide approach for reporting FTE student enrollment, CCHE and IHEs have established criteria for assigning credit hour values to courses since 1985. Those values are continued as these updated guidelines reflect. This section identifies the typical relationship between base contact hours, credit hours and types of faculty involvement.

Base Contact Hour: The Faculty Base Contact Hour represents a standard measurement of consumption of faculty resources by students. It consists of the number of scheduled minutes of instructional activity involving direct contact of faculty with students in a given term utilizing a particular method of instruction. The standard measurement for a faculty Base Contact Hour except for the instructional activities listed in Table II is:

Semester System Term: One Base Contact Hour = a minimum of 750 minutes. This translates to a minimum of fifteen 50-minute hours per semester.

Quarter System Term: One Base Contact Hour = a minimum of 500 minutes. This translates to a minimum of ten 50-minute hours per quarter.

TABLE I Contact/Credit Hour Conversion Table		
INSTRUCTIONAL ACTIVITY	DEFINITIONS	MINIMUM BASE CONTACT HRS FOR ONE CREDIT HOUR
Lecture	Formal presentation/communication by faculty.	1.0
Recitation: Discussion/Seminar	Two-way (student and faculty) communication of course materials.	1.0
Laboratory: Academic/Clinical	Instructional activities conducted by faculty requiring student participation, experimentation, observation or practice.	2.0
Laboratory: Vocational/Technical	Instructional activities involving training for employment in a work-like environment with active faculty teaching role.	1.5
Art Studio	Painting, sculpture and other lab-type activities conducted by faculty.	2.0
Field Instruction	Instructional activities conducted by faculty and designed to supplement individual course work.	2.5
Music: Private Instruction	Formal presentation in a one-to-one relationship between student and instructor.	.5
Music: Studio	Band, ensembles, music labs and the like conducted by faculty.	2.5
Physical Education/ Recreation Courses	Physical education and Recreation activities conducted by faculty designed for the development of skill proficiencies.	2.0

TABLE II
Other RI Claimable Hours

INSTRUCTIONAL ACTIVITY	DEFINITIONS	CREDIT HOUR GUIDANCE
Thesis/Dissertation	<p>A thesis, which may be research or expository, critical or creative work, required for graduation with a master's degree.</p> <p>A dissertation is an original investigation showing mature scholarship and critical judgment, demonstrating knowledge of research tools and methods, required for graduation at the doctoral level. Thesis and dissertation credits should correlate with the scope and level of research work</p>	<p>Institutionally defined but credit hours allowed must be comparable to similar programs at national levels. Under no circumstance should credit be assigned that would cause credit of all types to exceed 30 semester hours (or 45 quarter hours) per academic year. Institutions must have written institutional policies and must keep records documenting how the number of credit hours awarded was determined.</p>
Study Abroad	<p>Credit for undergraduate experiences in which an RI student enrolled at a Colorado public institution takes courses as part of a foreign or domestic exchange program. Any exchange program must follow the Colorado Educational Exchange CCHE Policy Section VI Parts J1 and J2.</p>	<p>Institutions must have written institutional policies and records documenting how the credit hours were awarded.</p>
Internships	<p>Credit hours for placement in business and industry environments that offer degree-seeking students professional-level experience and responsibility. To qualify for state support, the internship should be well supervised and carefully structured (i.e., based on learning objectives that are related to the student's academic discipline and established in cooperation with the student, employer, and faculty advisor).</p>	<p>Institutionally defined but shall not exceed the number of hours that may be applied to the degree program. The institution must keep a record documenting how the number of credit hours was determined.</p>
Student Teaching	<p>Student teaching and practicums in which college faculty are actively involved and present in the field.</p>	<p>Institutions should determine the relationship between faculty contact hours and credit hours granted for student teaching activities.</p>
Independent Study Research	<p>Student projects or other required activities with minimal faculty associated direction where a student is formally enrolled during a period of research or independent study instruction in pursuit of a CCHE-approved degree program.</p>	<p>Institutionally defined but shall not exceed the number of hours that may be applied to the degree program. The institution must keep a record documenting how the number of credit hours was determined.</p>
Vestibule Labs	<p>Laboratory instruction in basic skills, which is provided or supervised by faculty, that is designed to improve the academic skills of students with specifically identified deficiencies. The deficiencies may be self-identified or instructor referred.</p> <p>Vestibule lab instruction credit hours are only claimable by community colleges.</p>	<p>Minimum of 1,000 contact minutes in a semester. Vestibule hours require 1.33 (okay per '97 guidelines) contact hours to equal one credit hour.</p>

IV. FTE REPORT REVIEW PROCESS

The governing boards and their respective institutions are responsible for the accuracy of their reported FTE enrollments. Record-keeping and reporting responsibilities are viewed similarly to financial accounting in that each institution must be prepared to validate reported enrollments with supporting documentation. CCHE recommends that institutions conduct periodic internal reviews of their operations and reporting systems. Compliance with the policy/guidelines is subject to annual audit by the Commission and/or the State Auditor's Office. Eligibility deviations will be reported to the governing board of the institution in question. The Commission may at any time choose to conduct a review of compliance with these guidelines at any public or private institution participating in the COF stipend or public institution with a Fee-for-Service contract. The Commission will notify the institution(s) of the timeframe during which it wishes to review compliance in advance of its review.

A record of enrollment transactions occurring after the Census Date must be generated and maintained. This record is the necessary trail showing that the student was enrolled in the course at the time of the Census Date. Class Withdrawal will be recorded on the student permanent record. Open admission institutions may choose to maintain other transaction records of withdrawals in lieu of the student permanent record.