

Florida College System Full Time Equivalent (FTE) Procedures

Reporting Year 2020-21

Version 1.00



PREVIOUS EDITIONS ARE OBSOLETE

SUMMARY OF CHANGES

Version 1.00

1. No changes

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Section I:
Documents and Procedures

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 Database.

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

FTE Reports

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

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

Note: The FTE verification reports generated when data is loaded into the Student Database 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 adjusted FTE-2 data (typically FTE2A).

Capital Outlay FTE (COFTE) projections are generated from the FTE Enrollment Plan by distributing the projections by site using the latest FTE data. Typically, the latest FTE data for site distribution is the Winter/Spring End-of-Term data at load date. The COFTE projections are used to inform facilities

planning and are done once per year and are submitted to Educational Facilities, Department of Education, in August of each year, following the FTE-3 meeting of the Enrollment Estimating Conference.

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, Procedures for Student FTE (Full-time Equivalent) Estimates and Projections (<http://www.fldoe.org/schools/higher-ed/fl-college-system/policy/guidelines-procedures-manual.shtml>).

Admissions

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

1. 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 s. 1007.271 are exempt from this requirement. **(F.S. 1007.263(2)(a))**
2. A demonstrated level of achievement of college-level communication and computation skills. **(F.S. 1007.263(2)(b))**
3. Any other requirements established by the board of trustees. **(F.S. 1007.263(2)(c))**

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

A student who has been awarded a certificate of completion under s. 1003.4282 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 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(6) 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 Database. CWE will be reported on the Student Database 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 maintain an open-door policy for the provisioning of associate degrees that provide access to a university and career degree education to meet workforce needs. **(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) or as otherwise specified by law. The number of hours for non-college credit instruction for which students register is nine hundred (900) contact hours or as otherwise provided by law. **(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 community college board of trustees shall establish a rule for the refund of tuition, out-of-state fees, and other fees assessed pursuant to *Rule 6A-14.054*, FAC. Such rule shall include the following:

1. A one hundred percent (100%) refund of tuition, out-of-state fees, and other 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)**
2. 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)**
3. 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)**
4. 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. Midpoint shall be defined as the point after which midterm assessments are completed, not to exceed 70% percent of the term. Withdrawals after that date would be granted only through established institutional procedures. Procedures shall be published in the catalog or student handbook. **(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:

1. Limits forgiveness to courses where D and F grades were earned. **(6A-14.0301(2)(a) FAC)**
2. Limits to two (2) the number of times a course grade may be forgiven. **(6A-14.0301(2)(b) FAC)**
3. 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)(e) 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. Students required to enroll in developmental education, 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. The academic appeals process shall be published in the catalog or student handbook. **(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)**

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 systemwide 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 System 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))**

1. 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.
2. 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.
3. Other Correctional Inmates
Correctional inmate students not reported under the two correctional categories described above.
4. City/Municipal Correctional Inmates - Non-Fee Paying
Adult Basic, Secondary, and High school equivalency preparation enrollments are considered as fee paying.
5. County Correctional Inmates - Non-Fee Paying
Adult Basic, Secondary, and High school equivalency preparation enrollments are considered as fee paying.
6. City/Municipal Correctional Inmates - Fee Paying
7. County Correctional Inmates - Fee Paying
8. State Correctional Inmates - Fee Paying
Advanced & Professional, Postsecondary Vocational, and Developmental Education Courses only
9. Federal Correctional Inmates - Fee Paying
Advanced & Professional, Postsecondary Vocational, and Developmental Education Courses only

Fee Waivers

1. Eight Percent Workforce 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. **(2018 General Appropriations Act - Section 2 - 126)**

2. 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))**

3. 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))**

4. Purple Heart Fee Waiver

A state university, a Florida College System institution, a career center operated by a school district under *s. 1001.44*, or a charter technical career center shall waive undergraduate tuition college credit and career certificate programs for each recipient of a Purple Heart or another combat decoration superior in precedence who:

- A. Is enrolled as a full-time, part-time, or summer-school student in a program that terminates in an associate or a baccalaureate degree, a college credit certificate, or a career certificate;

- B. 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
- C. Submits to the university, institution, or center 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.

Such a waiver for a Purple Heart recipient or recipient of another combat decoration superior in precedence shall be applicable for 110 percent of the number of required credit hours of the degree or certificate program for which the student is enrolled. **(F.S. 1009.26(8)(a)(b)(c))**

5. 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 who is the subject of an order issued by the original sentencing court pursuant to *s. 961.03* finding that the person did not commit the act or 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(7))**

A waiver of tuition and fees for up to 120 hours of instruction at any career center established under *s. 1001.44*, any Florida College System institution as defined in *s. 1000.21(3)*, 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, Florida College System institution, 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))**

6. 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 Florida College institution 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))**

7. \$10K Baccalaureate Fee Waiver

A Florida College System institution may waive any portion of the tuition, the activity and service fee, the financial aid fee, the technology fee, the capital improvement fee, and distance learning fee 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 workforce education programs, Florida College System institution, or state university:

1. **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\(1\)](#). Students enrolled pursuant to this subsection shall be exempt from the payment of any fees for administration of the examinations regardless of whether or not the student achieves a passing score on the examination. **(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 Database as fee-paying students and are not categorized by any fee waiver or exemption coding.

2. 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 Database as fee-paying students and are not categorized by any fee waiver or exemption coding.

3. 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 Families 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. **(F.S. 1009.25(1)(c))**

A student who is or was at the time he or she reached 18 years of age in the custody of a relative or nonrelative under s. 39.5085 or who was adopted from the Department of Children and Families 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. **(F.S. 1009.25(1)(d))**

4. Welfare Transition Exemption

A student enrolled in an employment and training program under the welfare transition program. The local 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))

5. 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, or a public or private transitional living program, or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. This includes a student who would otherwise meet the requirements of this paragraph, as determined by a college or university, but for his or her residence in college or university dormitory housing. (F.S.1009.25(1)(f))

Other Fee Waivers and Exemptions

1. 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 and matriculation and registration fees for a total of 120 credit hours. The child or spouse may attend a state career center, a Florida College System institution, or a state university. The child or spouse may attend any or all of the institutions specified in this subsection, on either a full-time or part-time basis. The benefits provided to a child under this subsection shall continue until the child's 25th birthday. The benefits provided to a spouse under this subsection must commence within 5 years after the death occurs, and entitlement thereto shall continue until the 10th anniversary of that death. **(F.S. 112.19(3))**

2. Children or Spouses 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 the child or spouse of the deceased firefighter 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 and matriculation and registration fees for a total of 120 credit hours. The child or spouse may attend a state career center, a Florida College System institution, or a state university. The child or spouse may attend any or all of the institutions specified in this subsection, on either a full-time or part-time basis. The benefits provided to a child under this subsection shall continue until the child's 25th birthday. The benefits provided to a spouse under this subsection must commence within 5 years after the death occurs, and entitlement thereto shall continue until the 10th anniversary of that death. (F.S. 112.191(3))

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. **(F.S. 1009.25(2))**

Student's courses with a 54 FTE Exemption are coded on the Student Database 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, 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 historical years. Between two (2) to six (6) years of historical data is the basis of the projections. The last historical year (or the current year reporting year) may be estimated FTE, using the FTE2A estimates for the current reporting year.

Credit

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: (1) College credit, (2) Clock Hour, (3) Developmental credit, and (4) Institutional credit. **(6A-14.030(1)(a) FAC)**

General Usage - Credit is college credit only.

College Credit

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 (2) through (9). 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. **(6A-14.030(1)(a)(1) FAC)**

Clock Hour

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 an Applied Technology Diploma or a Career and Technical Certificate pursuant to subsections (7) and (10). It applies to postsecondary adult career courses as defined in Section 1004.02(25), F.S. One (1) clock hour is based on the learning expected from the equivalent of thirty (30) hours of instruction. **(6A-14.030(1)(a)(2) FAC)**

Developmental Credit

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. **(6A-14.030(1)(a)(3) FAC)**

Institutional Credit

Institutional credit. Institutional credit is postsecondary credit that is competency-based. Institutional credit is not guaranteed to automatically transfer. **(6A-14.030(1)(a)(4) FAC)**

Non-credit

Noncredit. 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. **(6A-14.030(1)(b) 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 for Fee-Paying Classifications

Student's residency for fee-paying purposes as defined in s. 1009.21, s. 1009.22 and s. 1009.26.

Fee-paying residence classifications are:

- a. Non-Florida resident who is an active duty military member paying instate fees by tuition waiver (§1009.26 (14)(a) F.S.)
- b. Non-Florida resident military veteran paying in state fees by tuition waiver (§1009.26 (13)(a)(1) F.S.)

- c. Non-Florida resident dependent (spouse or child) of a military veteran paying in state fees by tuition waiver (§1009.26 (13)(a)(2) F.S.)
- d. Florida resident
- e. Non-Florida resident
- f. Non-Florida resident paying differential out-of-state fee (§1009.22 F.S.)
- g. Non-Florida resident Florida High School Graduates paying in-state fees (§1009.26 (12)(a) F.S.)
- h. Unknown or not reported/not required.

Disability Enrollments

Students with a disability requiring institutional assistance as defined by the Federal Government. Reported on the Student Database 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 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 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(2) FAC)**

Advanced and Professional, and Postsecondary Vocational

Associate in arts degree. Each Florida College System institution shall provide the program of arts or general instruction consisting of lower division college credit courses. The associate in arts degree is a transfer degree and a basis for admission to a bachelor's degree. The associate in arts degree shall be awarded upon satisfactory completion of a planned program of sixty (60) college credits after demonstration of the attainment of predetermined and specified performance requirements. The associate in arts degree must include thirty-six (36) college credits of general education coursework. **(6A-14.030(3) FAC)**

Associate in science degree. Each Florida College System institution is authorized to provide programs of career and technical instruction consisting of lower division college credit courses to prepare for entry into employment. The associate in science degree is a transfer degree and a basis for admission to a related bachelor's degree. The associate in science degree shall be awarded upon satisfactory completion of a planned program of instruction comprised of the standard credit hour length established, after demonstration of the attainment of predetermined and specified performance requirements. The standard credit hour length of all associate in science degree programs as defined in Rule 6A-6.0571, F.A.C. The associate in science degree must include a minimum of fifteen (15) college credits of general education coursework. **(6A-14.030(4) FAC)**

Associate in applied science degree. Each Florida College System institution is authorized to provide programs of career and technical instruction consisting of lower division college credit courses to prepare for entry into employment. The associate in applied science degree shall be awarded upon satisfactory completion of a planned program of instruction comprised of the standard credit hour length established, after demonstration of the attainment of predetermined and specified performance requirements. The standard credit hour length of all associate in applied science degree programs as defined in Rule 6A-6.0571, F.A.C. The associate in applied science degree must include a minimum of fifteen (15) college credits of general education coursework. **(6A-14.030(5) FAC)**

A Technical Certificate (College Credit Certificate). Each Florida College System institution is authorized to provide programs of career and technical instruction consisting of less than sixty (60) college credits which are part of an associate in science degree or an associate in applied science degree program and prepare students for entry into employment. The standard credit hour length of all technical certificate programs as defined in Rule 6A-6.0571, F.A.C. **(6A-14.030(6) FAC)**

An Advanced Technical Certificate. Each Florida College System institution is authorized to provide programs of career and technical instruction consisting of nine (9) hours or more but less than forty-five (45) college credits of lower division and/or upper division courses. Florida College System institutions offering advanced technical certificates with upper division courses must be approved to offer baccalaureate programs containing those courses. An advanced technical certificate 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 program of instruction to supplement their associate degree. **(6A-14.030(8) FAC)**

Postsecondary Vocational and Postsecondary Adult Vocational

An Applied Technology Diploma. Each Florida College System institution is authorized to provide programs of career and technical instruction that are part of an associate in science degree or an associate in applied science degree that are less than sixty (60) credit hours, and leads to employment in a specific occupation. An applied technology diploma program may consist of

either clock hours or college credit. The standard credit hour length of all applied technology diploma programs as defined in Rule 6A-6.0571, F.A.C. **(6A-14.030(7) FAC)**

Workforce Development Education

"Workforce 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. **(F.S. 1004.02(25))**

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(24))**

Career and Technical Certificate. Each Florida College System institution is authorized to provide programs of career and technical instruction consisting of clock hour courses to prepare for entry into employment. Upon satisfactory completion of a planned program of instruction, after the demonstration of the attainment of predetermined and specified performance requirements, the career and technical certificate shall be awarded. The standard clock hour length of all career and technical certificate programs as defined in Rule 6A-6.0571, F.A.C. **(6A-14.030(10) 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(12))

Continuing Workforce Education. Each Florida College System institution may provide noncredit continuing workforce education instruction tailored to individual needs and designed to improve job performance. **(6A-14.030(11) 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, basic instruction to 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. Satisfactory completion of such instruction shall be recognized by the award of units of measure called developmental credit. **(6A-14.030(13) 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 successfully complete college credit instruction. **(F.S. 1004.02(10))**

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. **(6A-14.030(1)(a)(3) FAC)**

Developmental instruction. Each Florida College System institution shall provide, according to the needs of its students, basic instruction to 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. Satisfactory completion of such instruction shall be recognized by the award of units of measure called developmental credit. **(6A-14.030(13) FAC)**

Applied Academics for Adult Education

"Applied academics for adult education" or "applied academics instruction" 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. **(F.S. 1004.02(23))**

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:

1. 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.

2. **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.
3. **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 Florida College System institution with responsibility for adult basic and adult secondary instruction, shall provide adult basic and adult secondary instruction as defined in Section 1004.02, F.S. Upon satisfactory completion of a planned high school program, after the demonstration of the attainment of predetermined and specified performance requirements, the high school diploma shall be awarded. **(6A-14.030(12) 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. **(F.S. 1004.02(3))**

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 high school equivalency examination. **(F.S. 1004.02(4))**

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(5))**

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(6))**

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.

High school equivalency examination (GED) preparation

“High school equivalency examination preparation” means courses of instruction designed to prepare adults for success on high school equivalency diploma subject area tests leading to qualification for a State of Florida high school diploma. **(F.S. 1004.02(16))**

Educator Preparation Institute (EPI)

Educator preparation institutes approved pursuant to this section may offer competency-based certification programs specifically designed for noneducation 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

Certificate of Professional Preparation. Each Florida College System institution is authorized to provide college-level professional instruction, consisting of not less than nine (9) and not more than thirty (30) college or institutional credits 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. **(6A-14.030(9) FAC)**

Lifelong Learning

"Lifelong learning" means a noncredit course or activity offered by a school district or Florida College System institution that 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(17))**

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 Florida College System institution shall provide noncredit instructional activities to address community social and economic issues related to health and human relations, government, parenting, consumer economics, and senior citizens. **(6A-14.030(15) FAC)**

Recreational and Leisure Time

Recreational and leisure time instruction. Each Florida College System institution shall provide noncredit instructional activities to develop recreational or leisure time skills. **(6A-14.030(16) 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 1.1xxx	1980-81 - present
2.	Postsecondary Vocational 1.2101, 1.2201, 1.2301, 1.2401, 1.2501, 1.2601, 1.2701	1980-81 - present
3.	Postsecondary Adult Vocational 1.2102, 1.2202, 1.2302, 1.2402, 1.2502, 1.2602, 1.2702	1980-81 - present
4.	Apprenticeship 1.2997, 1.2998 1.2999	2006-07 - present 1992-93 - present
5.	Continuing Workforce Education Vocational 1.2103, 1.2203, 1.2303, 1.2403, 1.2503, 1.2603, 1.2703	1980-81 - present
6.	Adult General Education 1.3xxx	1980-81 - present
7.	Compensatory 1.31xx	1980-81 – 1984-85
8.	Developmental Education 1.3101	1985-86 - present
9.	Vocational Preparatory 1.3102	1985-86 - present
10.	EAP Developmental Education 1.3103 * (note 1)	2001-02 - present
11.	EAP Vocational Preparatory (ELCATE) 1.3104	2001-02 - present
12.	Adult Elementary and Secondary 1.32xx	1980-81 - 1986-87
13.	Adult Basic 1.3201	1987-88 - present
14.	Adult Secondary 1.3202	1987-88 - present
15.	High school equivalency (GED) preparation 1.3203	1987-88 - present
16.	EAP Literacy 1.3204	2001-02 - present
17.	Adults with Disabilities 1.3299	1992-93 - present
18.	Lifelong Learning 1.3300	1987-88 - present
19.	Community Instructional Service 1.4xxx	1980-81 - 1990-91
20.	Citizenship	

Florida College System
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1.4100	1980-81 - 1987-88
21. Recreational and Leisure	
1.4200 * (note 2)	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 Database nor reported on the FTE reports, but Rec. & Leisure will be collected and reported separately, not through detailed student level submissions, but as a total at the college level.**

Section II:
Division of Florida Colleges
Guidelines and Procedures for Student FTE

Florida College System Guidelines and Procedures

The Florida College System has published numerous guidelines and procedures on a variety of topics. These were reviewed by the Council of Presidents and subsequently approved by the Chancellor of the Division of Florida Colleges (DFC). Copied from the Florida College System Guidelines and Procedures Manual, below are procedures related to student FTE estimates and projections.

Procedures for Student FTE (Full-time Equivalent) Estimates and Projections

Purpose

The purpose of this procedure is to establish a consistent and timely method of providing student FTE estimates for the Enrollment Estimating Conference. This method is based on the requirements established by the Enrollment Estimating Conference. The FTE estimates are annualized estimates of the current reporting year funded FTE, based on the current FTE enrollment from the Student Data Base. The FTE estimates are developed at least twice a year and presented to the Enrollment Estimating Conference for approval. The FTE estimates are used in the preparation of the legislative budget requests for the Florida College System by the Office of the Governor, the Senate, the House of Representatives and the Division of Florida Colleges (DFC). These estimates provide information to the DFC for planning, budgeting and policy development.

Procedures

A. Student FTE Estimates

I. Enrollment Estimating Conference

The Enrollment Estimating Conference (EEC) and its duties are defined in Sections 216.136 and 216.137, Florida Statutes. The duties include developing such official information relating to the state public educational system, including forecasts of student enrollments, as the conference determines is needed for the state planning and budgeting system. The principals for the EEC are professional staff of the Executive Office of the Governor, the coordinator of the Division of Economic and Demographic and professional staff of the Senate and House of Representatives who have forecasting expertise or their designees. The responsibility of presiding over sessions of the conference shall be rotated among the principals. Actions by the conference shall be by consensus. A session of the EEC may be convened, after adequate notice, at the call of any principal.

II. Enrollment Estimating Conference Sessions

The following sessions are generally held each year. The sessions and dates are dependent upon need, except the Impact Conference must be held after each regular session of the Legislature.

July/August - Impact Conference to review the impact of changes in the law on FTE enrollment.

July/August - FTE-3, Final FTE enrollments for the Year

Conference reviews the final end-of-term FTE enrollments for the past reporting year. The next year projections for the FTE Enrollment Plan are reviewed.

October/November - FTE-1 Estimates

The FTE-1 Estimates are developed from the summer end-of-term and fall beginning-of-term submissions of the Student Data Base. The FTE-1 estimates adopted by this conference are used in the governor's budget request.

March - FTE-2 Estimates

The FTE-2 estimates are developed from the summer and fall end-of-term and winter/spring beginning-of-term submissions of the Student Data Base. The FTE-2 estimates adopted by this conference are used in the Senate's and House of Representatives' legislative budget requests.

III. Development of FTE Estimates

The FTE estimates process and data model were developed by the DFC in cooperation with the EEC. For FTE estimates provided to the EEC, any changes to the process or data model must have consensus approval of the EEC. The DFC will use the FTE estimates developed for the EEC unless special circumstances arise as determined by the chancellor. The bureau of Community College and Technical Center Management Information Systems (CCTCMIS) will develop the FTE estimates as required by the EEC. When the FTE-1 and FTE-2 estimates are produced depends upon the submission dates of the Student Data Base and the needs of the Office of the Governor and the legislature. Each year, the CCTCMIS will set a date in the Student Data Base submission periods, by which colleges must submit data for generation of the FTE estimates. For colleges who submit data by this date, the FTE estimates will be submitted to these colleges for review. For any college who submits data after this date, the FTE estimates will be generated by the CCTCMIS, but the estimates will not be submitted to the college for review. The CCTCMIS will produce the estimates for students eligible for state funding in the Community College Program Fund. The data will be reported by the program areas required by law and by the needs of the EEC.

IV. Review by Colleges

Upon completing the production of the FTE estimates, the CCTCMIS will provide the estimates for review to the president (or his/her designee) of each Florida College System institution which has submitted data by the date set in the Student Data Base submission. Presidents will be given as much time as possible to recommend adjustments to the FTE projections. Because of the needs of the Office of the Governor and the Legislature and the time needed by the colleges to submit the Student Data Base, the time allowed for review will be minimal. The colleges may adjust the FTE estimates based on valid and sufficient justification, but may not replace these estimates with the colleges' own estimates. Such justification may include addition or expansion of programs, change in designations of sites, curricular changes, new or expanded industry requirements and educational policy issues. Colleges will submit a certification form indicating the college has reviewed the FTE estimates and whether adjustments are being recommended. The certification form must be signed by the president and the business officer.

V. Submission to the Enrollment Estimating Conference

Prior to next meeting of the EEC, the DFC and CCTCMIS will review the college adjustments to the FTE estimates and the accompanying justifications to anticipate any questions or concerns the EEC members may have. The DFC or CCTCMIS will notify the colleges of any concerns or questions about the estimates or justifications. The college will be given an opportunity to make changes to the data or justifications. DFC and CCTCMIS staff will present the FTE estimates, the college adjustments and the justifications to the EEC. The EEC must approve the FTE estimates by consensus.

B. FTE Enrollment Plan

I. Introduction

The purpose of this procedure is to establish a consistent timely method to provide student FTE projections to the DFC and to the Florida College System for planning and policy development. These FTE projections are used in the development of the DFC's budget.

II. Development of Projections

Each year before the development of the DFC budget request, the CCTCMIS will generate six year FTE projections for students eligible for state funding in the Florida College System Program Fund. The FTE projections will be reported by the same program areas as used in the FTE estimates.

III. Review by Colleges

Upon completing the generation of the FTE Enrollment Plan projections, the CCTCMIS will provide the projections to the president/designee of each Florida College System institution for review. Presidents/designees will have approximately 30 days to recommend adjustments to the FTE projections. The college may adjust the projections based upon valid and sufficient justification. Such justification may include addition or expansion of programs, change in designations of sites, curricular changes, new or expanded industry requirements and educational policy issues. Colleges will submit a certification form indicating the college has reviewed the FTE estimates and whether adjustments are being recommended. The certification form must be signed by the president and the business officer.

IV. Submission to the Florida College System Institutions

After consideration of recommended college changes, the CCTCMIS will submit the official FTE Enrollment Plan projections to the Florida College System institutions within 30 days of the due date. The first year of these projections will remain in effect until the FTE-1 estimates are adopted by the Enrollment Estimating Conference. The remaining years will be in effect until the next annual submission of the FTE Enrollment Plan or special circumstances arise as determined by the chancellor.

V. Development of Ten Year Projections

The CCTCMIS will use the FTE Enrollment Plan projections to develop 10 year projections when the need arises. The 10 year projections will be reported only by college or system totals.

C. Student FTE Projections For Fixed Capital Outlay

I. Introduction

The purpose of this procedure is to establish a consistent and timely method to provide student FTE projections to the Educational Facilities Technical Assistance (EFTA) section of the Office of Educational Facilities. Each Florida College System institution must do an educational plant survey at least every five years as prescribed in Section 235.15, Florida Statutes. The specifics for completing the survey are defined in the State Requirements for Educational Facilities - 1944 as stated in Rule 6A-2.0111, Florida Administrative Code. The CCTCMIS will provide student FTE projections to the Florida College System institutions and EFTA to complete the educational plant surveys. These projections are also intended to provide information to the DFC for planning and policy development.

II. Capital Outlay FTE Projection Process

The CCTCMIS will generate the Capital Outlay FTE projections for five years past the latest appropriation bill budget year. The FTE projections are reported by campus, center or other sites listed in the Facilities and Capital Outlay Data Base. The FTE projections are based on students who require permanent facilities and who are eligible for state funding in the Community College Program Fund. Reports to the EFTA will aggregate data by occupational and non-occupational FTE.

III. Review by Colleges

Upon completing the generation of the Capital Outlay FTE projections, the CCTCMIS will provide the projections to the president/designee of each Florida College System institution for review. Presidents/designees will have no less than 30 days to recommend adjustments to the FTE projections. The College may adjust the projections based upon valid and sufficient justification. Such justification may include addition or expansion of programs, change in designations of sites, curricular changes, new or expanded industry requirements and educational policy issues. Colleges will submit a certification form indicating the college has reviewed the projections and whether adjustments are being recommended. The certification form must be signed by the president and the business officer.

IV. Submission to Educational Facilities Technical Assistance and the Community Colleges

After consideration of recommended college changes, the CCTCMIS will submit the official Capital Outlay FTE projections to EFTA and the Florida College System institutions by September 1 of each year. These projections will remain in effect until the next annual submission to EFTA unless an emergency or special circumstance arises as determined by the chancellor.

**Section III:
FTE Estimates Documentation**

FTE Estimates Model

Purpose

Beginning with the 1991-92 reporting year, the College FTE was generated from the Student Database. 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 Database submissions.
- FTE-2 Annual Estimates based on the Summer End-of-Term, Fall End-of-Term and Winter/Spring Beginning-of-Term Student Database submissions.
- FTE-3 Annual FTE calculated from the Summer End-of-Term, Fall End-of-Term and Winter/Spring End-of-Term Student Database submissions. The Student Database 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, instructional clock hour FTE program estimates are done using the following criteria.

1. If zero FTE have been reported to date, the estimate is set to zero.
2. When FTE has been reported through the year, if the prior year actual is greater than the calculated FTE, use the previous year actual for the program estimate.
3. When FTE has been reported through the year, if the prior year actual is less than the calculated FTE, use the current year calculated FTE for the program estimate.

For credit 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 all three terms within that reporting year). 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 (for all three terms within that reporting year). As End-of-Term data can be resubmitted during subsequent terms, the latest End-of-Term 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 High school equivalency preparation 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 E-o-T	Fall B-o-T	Fall E-o-T	Winter 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 FTE-1 A&P Total for 1997-98

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

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

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

$$SE_{95} = 734.8$$

$$FB_{95} = 1908.5$$

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

$$SE_{96} = 716.7$$

$$FB_{96} = 1831.7$$

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

$$SE_{97} = 674.2$$

$$FB_{97} = 1797.7$$

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

$$R = 7663.6 \div 12800.6$$

$$R = 0.598691$$

$$SE_{98} = 659$$

$$FB_{98} = 1684$$

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

**Section IV:
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's service area district population. A college's service area could be one district, or multiple districts. 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 Office of Economic and Demographic Research (EDR), the research arm of the Legislature. The model can use two 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 (Student Database Data Element 3001). The site numbers are those reported on the Student Database in Course Section Location – Campus, part 2 (Student Database Data Element 3013).

The Budget projections usually use the first projected year from the model, also known as the "FTE Enrollment Plan". The Capital Outlay FTE (COFTE) projections use the second through sixth years of projected year (five years of projections). 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 $i = 1...N$
- $MY = (\sum PR_i) \div N$ where $i = 1...N$
- $MX = (\sum Y_i) \div N$ where $i = 1...N$
- $T = \sum(Y_i * PR_i) - N * MX * MY$ where $i = 1...N$
- $A = T \div ((\sum Y_i^2) - N * MX^2)$ where $i = 1...N$
- $B = MY - A * MX$
- $C_i = B + A * Y_{N+i}$ where $i = 1...6$
- $PRJ_i = C_i * POP_{N+i}$ where $i = 1...6$

Example

TOTAL COLLEGE FTE

FTE₁ = 8074.6
FTE₂ = 8446.7
FTE₃ = 9201.0
FTE₄ = 9902.0

COLLEGE DISTRICT POPULATION

POP₁ = 381185
POP₂ = 397376
POP₃ = 412324
POP₄ = 425676
POP₅ = 438794
POP₆ = 451717
POP₇ = 464330
POP₈ = 476726
POP₉ = 488229
POP₁₀ = 499001

YEARS

Y₁ = 1
Y₂ = 2
Y₃ = 3
Y₄ = 4

NUMBER OF HISTORICAL YEARS

N = 4

PARTICIPATION RATE

PR_i = FTE_i ÷ POP_i where i = 1...N

PR₁ = 8074.6 ÷ 381185
PR₁ = .0211828
PR₂ = 8446.7 ÷ 397376
PR₂ = .0212561
PR₃ = 9201.0 ÷ 412324
PR₃ = .0223149
PR₄ = 9902.0 ÷ 425676
PR₄ = .0232618

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

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

$$\begin{aligned} C_1 &= .0201802 + .0007295 * 5 \\ C_1 &= .0238277 \end{aligned}$$

$$\begin{aligned} C_2 &= .0201802 + .0007295 * 6 \\ C_2 &= .0245572 \end{aligned}$$

$$\begin{aligned} C_3 &= .0201802 + .0007295 * 7 \\ C_3 &= .0252867 \end{aligned}$$

$$\begin{aligned} C_4 &= .0201802 + .0007295 * 8 \\ C_4 &= .0260162 \end{aligned}$$

$$\begin{aligned} C_5 &= .0201802 + .0007295 * 9 \\ C_5 &= .0267457 \end{aligned}$$

$$\begin{aligned} C_6 &= .0201802 + .0007295 * 10 \\ C_6 &= .0274752 \end{aligned}$$

FTE PROJECTIONS

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

$$\begin{aligned} PRJ_1 &= .0238277 * 438794 \\ PRJ_1 &= 10456 \end{aligned}$$

$$\begin{aligned} PRJ_2 &= .0245572 * 451717 \\ PRJ_2 &= 11093 \end{aligned}$$

$$\begin{aligned} PRJ_3 &= .0252867 * 464330 \\ PRJ_3 &= 11741 \end{aligned}$$

$$\begin{aligned} PRJ_4 &= .0260162 * 476726 \\ PRJ_4 &= 12403 \end{aligned}$$

$$\begin{aligned} PRJ_5 &= .0267457 * 488229 \\ PRJ_5 &= 13508 \end{aligned}$$

$$\begin{aligned} PRJ_6 &= .0274752 * 499001 \\ PRJ_6 &= 137 \end{aligned}$$