

Grossmont-Cuyamaca Community College District Computation of Full-Time Equivalent Student (FTES) Per CCCC Student Attendance Accounting Manual

- **Class Hour**

- The “class hour” is the basic unit of attendance for computing FTES
- It is a period of not less than 50 minutes of scheduled instruction and/or examination

- **FTES – Full Time Equivalent Student**

- 1 FTES = the equivalent of a Full-Time Student with 15 WSCH (usually a student with 15 units) X # of weeks X 2 semesters
- 1 FTES = 525 contact hours
- Total FTES = Total Hours / 525

- **Census Procedure**

- A. Weekly Student Contact Hours (WSCH)**

- Calculation method for courses scheduled regularly with respect to the # of days of the week and the # of hours the course meets in the primary term
- Calculation of class hours is inclusive of holidays
- A one hour course that meets 3 days a week = 3.0 WSCH
- A two hour per day course for 2 days a week = 4.0 WSCH

- **Term Length Multiplier (TLM)**

- Number of weeks for each primary term in which at least three days of instruction and/or examination are scheduled
 - TLM options can be a maximum of 17.5
 - GCCCD uses 17.5 as the TLM as it was assigned by the State

- **Calculation of FTES**

- $WSCH \times TLM / 525 = FTES$

B. Daily Student Contact Hours (DSCH)

- Calculation method for courses scheduled to meet for five or more days and scheduled regularly with respect to the number of hours during each scheduled day, but not in the primary term
- Number of class hours each course is regularly scheduled to meet on each day
 - **Course Length Multiplier (CLM)**
 - Number of days the course is scheduled to meet
 - **Calculation of FTES:**
 - $DSCH \times CLM / 525 = FTES$

- **Actual Hours of Attendance (positive attendance)**
 - Calculation method for actual hours of attendance is based on actual count of enrolled students present at each class meeting
 - Applies to the following type of courses:
 - Short Term Courses – courses scheduled to meet fewer than five days
 - Irregularly Scheduled Courses – with respect to the number of days of the week and number of hours the course meets on the scheduled days
 - Open Entry/Open Exit Courses – All open entry/open exit courses
 - **Calculation of FTES:**
 - $Total\ hours\ of\ actual\ attendance / 525 = FTES$

- **Flexible Calendar Operations**
 - The academic year of a flexible calendar district must consist of at least 175 days of classroom instruction and at least 160 of these days must meet or exceed the standards for counting a day
 - Opportunity to replace up to 15 days of regular instruction with alternative activities such as course and program development activities
 - The number of days instructional staff will participate in staff, student, and instructional improvement activities in lieu of regular classroom instruction
 - GCCCD built 9 days into the 2010-11 calendar for flex days; therefore 175 required days – 9 flex days = 166 days for instruction.

- **Flex Time Adjustment (F) Factor**

- To provide the same level of FTES as would have been generated had the flexible time not been permitted and regularly scheduled instruction had taken place
- The (F) factor categories are:
 - Daily census credit courses
 - Independent Study/Work Experience Education courses (daily census)
 - Actual/Positive attendance credit courses
 - Noncredit courses
- For weekly census courses, the TLM includes a component for flex within the 17.5 so those calculations are not adjusted by the F factor
- Our district is approved for a flex calendar as part of our 17.5 TLM approval