

GCCCD

Computation of Full-Time Equivalent Student (FTES) Per CCCCO Student Attendance Accounting Manual

- California community Colleges state apportionment is driven by the Full-Time Equivalent Student (FTES) workload measure.
- FTES is not “headcount”, but is the equivalent of one Full-time Student: 525 hours of student instruction per each FTES.
- One student enrolled in courses 5 hours a day, 3 days a week, for an academic year of 35 weeks (5 X 3 X 35 = 525).
- 5 part-time students each enrolled in 3 hours per week
- The 2010/11 funding rates are:
 - Credit FTES = \$4,564.83
 - Non-Credit FTEs = \$2,744.96
 - Career Development & College Preparation (CDCP) FTES = \$3,232.07
 - Rates are adjusted annually if there is a funded state COLA
- FTES are computed under three major attendance methods. Each method of attendance calculates to a number of FTES based on the number of students enrolled, the length/hours of the course, then divided by 525.
 - **Weekly Census**
 - Most of GCCCD FTES is generated by weekly census
 - Courses scheduled in the primary terms
 - Scheduled the same number of hours each week of the primary term
 - Terms usually equate to 35 weeks
 - When calculating FTES for any primary term, the term-length-multiplier (TLM) may not exceed 17.5 (one half of two terms totaling 35)
 - To calculate FTES, the number of actively enrolled students in each course at census multiplied by the number of weekly scheduled hours, then multiplied by a TLM of 17.5 and divided by 525
 - Example: 30 students enrolled in a 3 hours course =
 $30 \text{ students} \times 3 \text{ hrs} \times 17.5 / 525 = 3 \text{ FTES}$
 - **Daily Census**
 - Courses scheduled to meet for five or more days
 - Scheduled regularly with respect to the number of hours during each scheduled day, but not for the full primary term
 - To calculate FTES, the number of actively enrolled students in each course at census multiplied by the total number of class hours scheduled to meet and divided by 525
 - Example: 30 students enrolled in a 3 hours course scheduled to meet 8 Saturdays =
 $30 \text{ students} \times 3 \text{ hrs} \times 8 \text{ days} / 525 = 1.37 \text{ FTES}$

- **Positive attendance (Actual Hours of Attendance)**

- Actual hours of attendance for each enrolled student 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
 - Noncredit courses
- To calculate FTES, number of enrolled students multiplied by actual hours of attendance and divided by 525

- There are three times that districts are required to submit their FTES data via the Apportionment Attendance Report (CCFS-320)
 - First Period (July 1st through December 31st) – report due January 15th
 - Second Period (July 1st through April 15th) – report due April 20th
 - Annual Report (July 1st through June 30th) – report due July 15th