SECTION V

PART B POLICY FOR REPORTING FULL-TIME EQUIVALENT STUDENT ENROLLMENT, EFFECTIVE JULY 1, 2001

1.00 Introduction

This policy applies to "all state-supported institutions of higher education, including, post-secondary institutions in the state supported in whole or part by state funds, and including junior colleges and community colleges, extension programs of the state-supported universities and colleges, local district colleges, and area vocational schools and specifically the regents of the University of Colorado and the institutions it governs. The governing boards and institutions of the public system of higher education in Colorado, including the University of Colorado, are obligated to conform to the policies set by the commission within the authorities delegated to it in this article." (C.R.S. 23-1-102(2)).

This version of the Full-Time Equivalent Student Enrollment Policy is effective July 1, 2001, and replaces previous versions of the policy. Furthermore, this policy nullifies any previous interpretations of the former policy, including general memos and exemptions.

The Commission recognizes that the FTE Policy may not address every possible circumstance. Institutions shall request an interpretation from the Commission when encountering a circumstance that the policy does not explicitly address. The Commission, in conjunction with the FTE Advisory Committee, will provide a formal interpretation that applies to all institutions. In contrast, exemptions approved by CCHE staff and entered into the public record do not alter or establish the state policy, but only apply to the applying institution for the particular circumstance for a specified period of time. All conclusions of the Commission are final.

2.00 Statutory Authority

The Commission shall prescribe uniform financial reporting policies, including policies for counting and classifying full-time equivalent students, for the institutions and governing boards within the state-supported system of higher education. (23-1-105(1) C.R.S.).

3.00 Goals, Principles, Roles and Responsibilities

3.01 Policy Goals

3.01.01 To achieve an equitable utilization of available state resources by specifying a uniform way to measure a student full-time equivalent (FTE).

3.01.02 To recognize the needs of individual students and state priorities in the policies for counting and classifying full-time equivalent students.

3.01.03 To achieve simplicity in state administrative reporting procedures.

3.02 Principles

3.02.01 The FTE policy will be student-centered, measuring FTE in terms of student academic enrollment activity.

3.02.02 The policy recognizes the academic integrity of credit hours assignment, relying on institutions to determine the credit hour assignment based on student outcomes and national standards.

3.02.03 The FTE policy recognizes the statutory role and mission of an institution or institutional type.

3.02.04 Statutory intent will determine claimable student FTE.

3.03 Roles and Responsibilities

3.03.01 The Commission is responsible for adopting, applying, and interpreting the FTE Policy and appointing members to CCHE's FTE Advisory Committee. The Commission may delegate its interpretation responsibility to a standing committee or the Executive Director.

3.03.02 The governing boards are responsible for implementing CCHE's FTE Policy, adopting policies and procedures to facilitate requests for interpretation, and nominating individuals to serve on the FTE Advisory Committee.

3.03.03 Compliance with the policy is subject to audit by the State Auditors Office. The State Auditors Office will report any FTE deviations to CCHE and the governing board of the institution in question.

3.03.04 An institution is responsible for adhering to the policy and the policy guidelines, requesting an interpretation from CCHE in ambiguous cases, providing clear documentation of the FTE calculations, and discussing issues regarding reported deviations to the General Assembly and the Commission.

3.03.05 The FTE Advisory Committee is responsible for assisting the Commission in interpreting the FTE Policy, developing the FTE Audit Guidelines, and recommending policy changes to the Commission.

4.00 FTE Definition

A full-time equivalent student equals 30 credit hours for a semester system school and 45 credit hours for a quarter system school.

5.00 Eligibility Requirements

5.01 Institutions may claim state general fund support for instruction that meet all the following four parameters:

5.01.01 Credit hours earned by Colorado residents as defined by state statutes, including but not limited to C.R.S. 23-7-101-109.

5.01.02 Credit hours earned in courses that are congruent with the delivering institution's statutory role and mission (C.R.S. 23).

5.01.03 Credit hours offered within the geographic boundaries of the campus as defined in statute (C.R.S. 23-1-109). CCHE defines geographic boundaries to include credit hours earned from any Internet course or interactive television course delivered by a Colorado public institution of higher education.

5.01.04 Credit hours explicitly approved by the Commission for general fund support or not explicitly excluded in Section 5.02 or limited by conditions in 5.01.05.

Colorado statute authorizes dual funding for the same instructional activity offered to concurrently enrolled high school students under certain circumstances.

5.01.05 The credit hours earned by students enrolled in a Colorado public high school may be eligible (1) if the credits meet the general criteria listed in 5.01.02 and 5.01.04, (2) the credit hours are recorded on a college transcript, and (3) the credit hours earned comply with one of the following:

5.01.05.01 Meet the specific statutory provisions for FTE funding under the Concurrent Enrollment Programs Act, C.R.S. 22-35-101.

5.01.05.02 Meet the statutory provisions under ASCENT, C.R.S. 22-35-108.

5.02 Instruction that may not be claimed for State general fund support.

5.02.01 Course enrollments that are generated by out-of-state students as defined in state statute (C.R.S. 23-7).

5.02.02 Course enrollments that are generated under enterprise operations, i.e., those exempt from Tabor (Article XX of Colorado Constitution).

5.02.03 Non-credit courses.

5.02.04 Course sections where the enrollment is closed to the general public, the curriculum is customized for an employer, or the course is funded by customized job training dollars that are separately appropriated (23-60-304, 23-60-306, and 23-60-307).

5.02.05 Remedial courses offered by a four-year college, except Adams State College and Mesa State College, which may offer such instruction under their two-year role and mission (C.R.S. 23).

5.02.06 Academic skill courses and credits earned in a vestibule remedial lab offered by a four-year institution (C.R.S. 23).

5.02.07 Transcripted credits that are not directly attributed to college instruction (e.g., AP, ACE, IB, and CLEP).

5.02.08 Enrollments for which students are not charged full tuition, e.g., tuition waivers, excluding enrollment of children and grandchildren of the original residents of Ninth Street on the Auraria campus who are granted free tuition.

6.00 Accountability

6.01 Compliance with the policy is subject to audit by the State Auditors Office. The compliance audit procedures are described in CCHE's FTE Audit Guidelines.

6.02 CCHE may call for a performance audit if the FTE Reports identify an emerging issue or problem. CCHE will define the scope of the performance audit that may or may not include data that is collected for compliance audits.

6.03 The FTE Advisory Committee will represent a cross-section of the institutions and governing boards to whom this policy applies. At minimum, the FTE Advisory Committee will meet quarterly to review the FTE Audit Guidelines, answer frequently asked questions, and advise CCHE on policy interpretation.