

12 Month Enrollment (E12) Survey Component

FTE Enrollment – Clock Hours

Tutorial Script

2021-22 Data Collection Cycle

This tutorial discusses the calculation of the full-time equivalent student enrollment measure for clock hour reporters. Full-time equivalent (or FTE) student enrollment is a unit of measurement derived from instructional activity data and is intended to normalize student activity or course loads to allow for comparability across different institutions. FTE is used in the calculation of a number of indicators included in the IPEDS Data Feedback Report and the IPEDS Use the Data portal.

The undergraduate FTE is estimated from the total clock hours reported for the full 12-month period of July 1 through June 30th. The total clock hours for the 12-month period include all clock hour activity for all students enrolled during that period, and therefore, can be a very large number. The undergraduate FTE is then calculated as the total clock hour activity divided by 900, because 900 hours is considered one academic year's worth of clock hours by the U.S. Department of Education's Federal Student Aid office.

The system calculated FTE should be a reasonable estimate of your institution's FTE. If the estimate is not reasonable for your institution, first make sure the instructional activity data have been reported correctly. If you reported your activity data correctly but the estimated FTE value is unreasonable, you may provide a more accurate FTE. However, keep in mind that the primary purpose of the FTE measure is to allow for comparability across institutions on various indicators. Therefore, only provide an alternate FTE when you feel the FTE estimated by the system does not reasonably represent your institution.

For more information on the material presented in this tutorial, please contact the IPEDS Help Desk.