

12-month Enrollment (E12) Survey Component

FTE Enrollment – Clock Hours

Tutorial Script

2024-25 Data Collection

This tutorial discusses the calculation of the full-time equivalent (FTE) student enrollment measure on the IPEDS 12-month enrollment (E12) component for clock hour reporters. 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.

First, data reporters answer a screening question on the E12 component indicating which unit of measurement they will use to report instructional activity at their institution. For reporters that select “clock hours” or “both clock hours and credit hours,” they will be asked to report total instructional activity for courses and programs measured in clock hours on Part B – Instructional Activity.

Instructional activity reflects total clock hour activity attempted during the most recent 12-month period of July 1st through June 30th. Data reporters provide only the total aggregate value of instructional activity attempted for courses measured in clock hours by first determining total clock hour activity by course and then by multiplying that value by the number of students enrolled for credit in each course. The clock hour value of a course is the number of hours per week that the course meets multiplied by the number of weeks the course is given. The number of students enrolled for credit include those enrolled at the close of the official add period for each program. If there is no official add period, report as of the 15th day of each regular program, and the 5th day of each summer session or short program. Note that total clock hours reported can be a very large number.

Next, the IPEDS Data Collection System calculates an FTE student enrollment measure by dividing total clock hour activity 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 instructional 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 refer to the detailed E12 reporting instructions or contact the IPEDS Help Desk.