

# **12-month Enrollment (E12) Survey Component**

## **FTE Enrollment – Credit 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 credit 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 “credit hours” or “both clock hours and credit hours,” they will then be asked to report total instructional activity for courses measured in credit hours on Part B – Instructional Activity.

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

Next, the IPEDS Data Collection System calculates an FTE student enrollment measure for undergraduate students and graduate students, if applicable. As a reminder, data reporters should separate graduate student instructional activity from doctor's - professional practice instructional activity (formerly first-professional). For institutions that operate on a quarter calendar system, undergraduate credit activity is divided by 45 and graduate credit activity is divided by 36. For institutions that use a semester, 4-1-4, or other calendar system, undergraduate credit activity is divided by 30 and graduate credit activity is divided by 24. These calculations are based on what the U.S. Department of Education's Federal Student Aid office considers one academic year's worth of credit hour activity.

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.