

Full-time and FTE Definitions

“Full-time” Definitions

IPEDS Glossary (<http://nces.ed.gov/ipeds/glossary/>)

Full-time student Undergraduate—A student enrolled for 12 or more [semester credits](#) , or 12 or more [quarter credits](#), or 24 or more [contact hours](#) a week each term. Graduate—A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution. [Doctor's degree - Professional practice](#) — As defined by the institution.

First-year student A student who has completed less than the equivalent of 1 full year of [undergraduate](#) work; that is, less than 30 [semester](#) hours (in a 120-hour [degree program](#)) or less than 900 [contact hours](#) .

KHEER Report (KBOR)

(https://submission.kansasregents.org/submission_webdoc/m_kheer/KHEER_Instructions.pdf)

Full-time student a student whose academic course load work or other required activity is within the standards shown below:

Student Level	Full-time Standard
Undergraduate	12 or more credit hours
Graduate	
Masters	9 or more credit hours
Post-Masters	9 or more credit hours
Graduate Special	9 or more credit hours
Doctoral - research	9 or more credit hours
Doctoral - other	9 or more credit hours
Doctoral- professional practice	12 or more credit hours

KBOR Comprehensive Fee Schedule (AY 2013)

(http://data.kansasregents.org/public/doc/reports/tuition_and_fees/State_University_Comprehensive_Fee_Schedule_AY13.pdf)

1. Tuition rates for full-time, undergraduate students are based upon **15 credit hours**. Tuition rates for full-time, graduate students, except medical students (semester rate) are based upon 12 credit hours.
2. Tuition rates for KSU- Vet Med students are based upon 20 credit hours per semester.

“FTE” Full-Time Equivalent Definition and Sources

Calculation of FTE (Full-time Equivalent)

IPEDS (<http://nces.ed.gov/ipeds/glossary/>)

FTE of students The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full time and part time students. IPEDS data products currently have two calculations of FTE students, one using fall student headcounts and the other using 12-month instructional activity.

Calculation of FTE students (using fall student headcounts) The number of FTE students is calculated based on fall student headcounts as reported by the institution on the [IPEDS Enrollment](#) (EF) component (Part A). The full-time equivalent (headcount) of the institution's [part-time](#) enrollment is estimated by multiplying the factors noted below times the part-time headcount. These are then added to the [full-time](#) enrollment headcounts to obtain an FTE for all students enrolled in the fall. This formula is used to produce an FTE that is used annually in the Digest of Education Statistics.

- Part-time [undergraduate](#) enrollment
 - [Public](#) 4-year (.403543)
 - Private ([not-for-profit](#) and [for-profit](#)) 4-year (.392857)
 - Public 2-year and <2-year (.335737)
 - All other institutions (.397058)
- Part-time [first-professional](#) enrollment
 - Public 4-year (.600000)
 - Private (not-for-profit and for-profit) 4-year (.545454)
- Part-time [graduate](#) enrollment
 - Public 4-year (.361702)
 - Private (not-for-profit and for-profit) 4-year (.382059)

Calculation of FTE students (using instructional activity)

The number of FTE students is calculated based on the [credit](#) and/or [contact hours](#) reported by the institution on the [IPEDS 12-month enrollment \(E12\)](#) component and the institution's [calendar system](#), as reported on the [Institutional Characteristics \(IC\)](#) component. The following table indicates the level of [instructional activity](#) used to convert the credit and/or contact hours reported to an indicator of full-time equivalents (FTE students):

- [Quarter](#) calendar system
 Enrollment level (One FTE over [12-month period](#))
[Undergraduate](#) 45 credit hours, 900 contact hours
[Graduate](#) 36 credit hours
- [Semester/trimester/4-1-4](#) plan/other calendar system
 Enrollment level (one FTE over 12-month period)
 Undergraduate 30 credit hours 900 contact hours
 Graduate 24 credit hours

For institutions with continuous enrollment programs, FTE is determined by dividing the number of contact hours attempted by 900.

The FTE for [first-professional](#) students is calculated using the [unduplicated headcounts](#) reported on the enrollment component. Since the unduplicated headcounts do not differentiate between [full-time](#) and [part-time](#) students, an estimation is used. The ratio of full-time to part-time first-professional students from the previous [collection year](#) fall enrollment(which corresponds to the same academic year students) is calculated, and this ratio is applied to the 12-month unduplicated headcount. Adding the resulting full-time and one-third part-time student estimates results in the FTE for first-professional students.

The total 12-month FTE is generated by summing the estimated or reported undergraduate FTE, the estimated or reported graduate FTE and the estimated First-professional FTE.

KSPSD (Used in KHEDS reporting)

Student Level	Divisor
Undergraduate	15
Graduate and Professional	12

KHEER (KBOR aggregate report)

(https://submission.kansasregents.org/submission_webdoc/m_kheer/KHEER_Instructions.pdf)

Full-time Equivalent Enrollment (FTE)- a number derived by dividing the total student credit hours reported for students in a given category by the appropriate divisor shown below. The FTE data for students enrolled in both on-campus and off-campus courses should be reported in the appropriate On-Campus and Off-Campus tables. FTE student enrollments must be reported in whole numbers. (**Note:** To be used by institutions on a regular semester calendar. Institutions on other than a regular semester calendar use a divisor equal to the number of weeks in the term.)

Calculation of Full-time Equivalencies

Student Level	Divisor
High school	15
Freshman	15
Sophomore	15
Junior	15
Senior	15
Fifth-Year	15
Undergraduate Special	15
Masters	9
Post-Masters	9
Graduate Special	9
Doctoral-research/scholarship	9
Doctoral-professional practice	12
Doctoral-other	9