

# Questions about FTE

## FTE Definition and Use

**Full Time Equivalent (FTE).** The calculated value (see below) is used to distribute state reimbursement funds to community colleges in Oregon.

**Reimbursable FTE.** Enrollment in courses or programs approved by the State Department of Education. The amount of reimbursement is determined annually by the state legislature.

**Non-Reimbursable FTE.** Enrollment for those courses that do not qualify for state funding.

## How FTE is Calculated

According to OAR 589-001-0300, “a Full Time Equivalent Student for the purpose of receiving state reimbursement, means a student who carries 510 clock hours over three terms of instruction.” FTE for a course is calculated by multiplying the number of students in the course by the total number of hours the course meets per term:

$$FTE = \frac{\text{Number of Students in course} \times \text{number of hours course meets per term}}{510 \text{ clock hours}}$$

The unit of the quotient is “students”. For courses with variable clock hours, FTE equals the sum of the student clock hours divided by 510 clock hours.

**Clock/Contact Hour.** According to OAR 589-001-0300, one clock/contact hour is 60 minutes long. NO more than 10 minutes of each hour can be used for a regularly scheduled break.

## What is the “Hold Harmless” Allowance?

Several community colleges report an 11 week fall term while others report a 12 week fall term. At UCC, courses for fall term are taught over an 11 week period rather than 12 weeks. For those colleges that report an 11 week fall term, the state continues to reimburse on a 12 week basis under a “hold harmless” agreement that recalculates fall term FTE based on a 12 week term.

$$\text{Hold Harmless} = \text{Fall Term FTE} \times \frac{12}{11}$$

## Where can I find UCC’s FTE?

Every year, around the beginning of fall term, the UCC Department of Institutional Research posts the [official FTE numbers from the state](#) for the previous academic year.

### Additional Resources

Complete guidelines for calculating FTE may be found in the *FTE Guidelines* publication, which is available through a link on the [State of Oregon website](#).