

## CLARIFYING GUIDANCE ON THE 1.20 RUNNING START FULL-TIME EQUIVALENT (FTE) LIMITATION

### EXPLANATION OF 1.20 RUNNING START FTE LIMITATION

#### Difference of FTE and Annual Average FTE (AAFTE) at High School and College

FTE is the measurement of a student's instructional enrollment.

- For high school classes, 1.00 FTE is equal to 25 instructional weekly hours or 1,500 weekly minutes. For part-time high school enrollment, FTE is calculated by dividing the student's enrolled weekly minutes by 1,500.
- For Running Start college courses, 1.00 FTE equals 15 enrolled college credits. For part-time Running Start enrollment, FTE is calculated by dividing the student's enrolled college credits by 15.

AAFTE is defined as the annual average FTE.

- For high school classes, AAFTE is the 10-month average of reported enrollment from September through June.
- For Running Start college courses, AAFTE is the 9-month average of reported enrollment from October through June.

Example #1 – Example of student's schedule showing the difference between high school and college AAFTE.

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	AAFTE
High School FTE	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
College FTE		0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
TOTAL	0.80	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20

#### 1.20 Running Start FTE Limitation

- No Running Start student can be claimed for more than the combined 1.20 FTE in any month other than January.
- No Running Start student can be claimed for more than the combined 1.20 AAFTE for the school year.

#### Additional FTE Limitations

- High School FTE – A student's high school enrollment cannot be claimed for more than a 1.00 FTE except for the following:
  - A student enrolled in both high school and skill center classes can be claimed for a maximum combined 1.60. However, neither the high school nor the skill center can claim the student for more than a 1.00 FTE.
  - When a student is enrolled in both high school and skill center and claimed for more than a combined 1.00 FTE, the available Running Start enrollment is limited to a 0.20 FTE. When a student is enrolled in both high school and skill center and taking less than a combined 1.00 FTE, the standard 1.20 FTE limitation applies.
- Running Start FTE – A student's Running Start enrollment cannot exceed 15 credits or 1.00 FTE except for the following:

- A student taking college vocational programs can exceed the 15 credit limitation but the college is limited to claiming only 1.00 FTE.
- Students (with parent's signature on the Running Start Enrollment Verification Form (RSEVF)) can elect to surpass the 1.20 FTE or AAFTE limit if they are willing to be responsible for the appropriate college tuition obligation established by the college.

### **Allowance Made for January and Potential Spring Quarter Reduction**

- Due to the overlapping of college winter quarter and high school first semester, a student can be claimed for more than a combined 1.20 FTE for January.
- Students at risk of exceeding the 1.20 AAFTE will have their available spring quarter Running Start FTE reduced.
- This can occur:
  - When a student was claimed for more than a 1.20 FTE in January.
  - When a student increased his college enrollment between the fall and winter quarters.

**Example #2** – Example where a student's spring quarter Running Start FTE is reduced.

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	AAFTE
High School FTE	0.80	0.80	0.80	0.80	0.80	0.60	0.60	0.60	0.60	0.60	0.70
College FTE		0.33	0.33	0.33	0.60	0.60	0.60	0.57	0.57	0.57	0.50
TOTAL	0.80	1.13	1.13	1.13	1.40	1.20	1.20	1.17	1.17	1.17	1.20

### **GUIDANCE FOR STUDENTS AND PARENTS**

- For each college term, Running Start eligible students must have a completed RSEVF.
- Students should work with their high school counselor to complete this form:
  - Evaluating the student's remaining graduation requirements.
  - Planning both high school and Running Start college coursework for the entire school year, keeping in mind the FTE and AAFTE Running Start limitations.
  - Adjusting high school and Running Start college course schedules as necessary to not exceed the 1.20 FTE limitation.
  - Understanding the implication of exceeding the 1.20 FTE and the possibility of incurring tuition costs.
- If the student wishes to exceed the 1.20 FTE, the student and parents must agree to the payment of tuition based on the college tuition schedule.
- Students and parents are required to review and sign off on the RSEVF form.
- When a student is at risk of exceeding the 1.20 combined AAFTE, the spring quarter Running Start available FTE will be reduced. When this occurs, the following steps are required:
  - A student will receive a completed Spring Quarter Eligibility Adjustment Form (SQEAF) from the high school, prior to registering for spring quarter Running Start classes.

- The student should work with the high school counselor, completing the spring quarter RSEVF while remaining within the reduced spring quarter credits. The SQEAF should be attached to the RSEVF with a check in the box in the upper right hand corner of the RSEVF indicating that an SQEAF is attached.
- The student should present the completed RSEVF and SQEAF to the Running Start advisor during spring quarter registration activities.

### **GUIDANCE FOR HIGH SCHOOLS AND COLLEGES**

High schools and colleges should work together to effectively support students and their parents in understanding the changes to Running Start eligibility and offer guidance on how to maximize benefits of the Running Start program. When students are enrolling in two or more different colleges' Running Start program, additional collaboration with all colleges is required.

When changes to a student's Running Start enrollment are made mid-term, good communication between the high school and colleges is imperative. The following steps should be taken for mid-term changes:

- **Withdrawing from college classes:** Running Start students that withdraw from college courses mid-term should be encouraged to follow the college withdrawal process. However, notification to the college by high school or business administration staff of a student's withdrawal is sufficient notice. A student that has withdrawn from a class cannot be counted by the college on future count days.
- **Changes to schedule:** If a student changes his high school or college schedule, a new RSEVF should be completed and submitted to the college immediately, reflecting the revised Running Start FTE eligibility. This informs all parties of the effect the schedule change has on the claimable FTE and gives the college the opportunity to contact the parents/student for tuition.
- **Mistakes made on the RSEVF:** If a mistake in completing the RSEVF is made by either the high school or college, the party that made the mistake should absorb the incorrectly calculated FTE.

### **GUIDANCE SPECIFIC TO HIGH SCHOOLS**

A separate RSEVF must be completed for each college term and for each student, including home-based and private school students. Additionally, an RSEVF for each college the student is enrolling in must be completed.

The high school counselor must work with all Running Start eligible students and parents (including those seeking enrollment from home-based or private school options) to complete the RSEVF, explaining the 1.20 Running Start FTE limitation and the possibility of incurring tuition costs. When completing the fall and winter quarter RSEVF, the high school counselor should make the student/parents aware of the possibility of a reduction of spring quarter available FTE.

The high school counselor should refer to the high school's master bell schedule, available from the registrar or business administration office, for calculated FTE. FTE is based on instructional minutes and can include allowable passing time. FTE can vary at each high school and for each class. The master bell schedule contains the correct FTE for each class.

Prior to the onset of spring quarter, high schools and business administration staff must review AAFTE status of all Running Start students to identify those that may be at risk of exceeding the 1.20 AAFTE. Possible indicators are a student that was claimed for more than a 1.20 FTE in

January or a student that has increased their college enrollment between the fall and winter quarters (see Example #2 on Page 2).

Students that are on track to exceed the 1.20 AAFTE will have their spring quarter Running Start FTE reduced. When this occurs, the high school counselor should complete the SQEAF and inform the student/parents of the reduction. The completed SQEAF should be attached to the RSEVF and submitted to the Running Start advisor prior to registration.

### **GUIDANCE SPECIFIC TO COLLEGES**

Running Start students wishing to exceed the 1.20 FTE will incur tuition costs at the college. The student's high school enrollment is claimed first and the remaining available FTE is claimed by the college. FTE that exceeds the 1.20 FTE limitation is subject to tuition at the college. Students are charged at the 1–10 credit tuition rates for 16 credits and above. Students that have an unpaid charge at the college will be billed subject to the college's policies.



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