

TO: Department Chairs and Program Directors

FROM: Ericka Peterson, Registrar

RE: FTE for the Next Academic Year

As part of the Leepfrog CLSS submission process, we are asking you to review the FTE values and source (the department/program from which the FTE is coming) and make any changes as necessary.

1. FTE values are reflected in the "Instructor" section of the pop-up form, but you must click on the editing pencil to see them. Please check FTE values for each course and lab section your department program is offering, and update them if necessary.
2. The FTE source is indicated in the field labeled "FTE Department" in the "Section Information" section of the form. Again, please check these for accuracy. In most cases, the FTE will come from the department/program that houses the course/lab.

The default FTE values are as follows (please note, however, that these values may not always pertain to every course in your department/program):

- 1.00 credit course = .1667 FTE
- .50 credit = .0833 FTE
- .25 credit = .0416

If you have questions about FTE values for specific courses, please contact your Associate Dean for clarification.

Thank you!