**Explanation of 1.20 Running Start Full-time equivalent (FTE) Limitation**

**Difference of Full-Time Equivalent (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 equals to 27 weekly hours and 45 minutes or 1,665 weekly minutes. For part-time high school enrollment, FTE is calculated by dividing the student’s enrolled weekly minutes by 1,665.
	+ 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 a student’s schedule showing the difference between high school and college AAFTE.



**1.20 Running Start FTE Limitation**

* No Running Start student can be claimed for more than a combined 1.20 FTE in any month except for December or January.
* No Running Start student can be claimed for more than a 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 a high school and a 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’s combined high school and skill center enrollment is less than a 1.00 FTE, the standard Running Start calculation 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 a 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 pay the college for any remaining tuition cost as established by the college. For students who are 18 years or older, a parent’s signature is not required.

**Exception to Exceed 1.20 FTE for December or January and Possible Spring Quarter Reduction**

* There are two instances when a student’s monthly FTE can exceed 1.20. They are:
	+ When the high school second trimester and college fall quarter overlap in December, a student can be claimed for more than a combined 1.20 FTE for December only.
	+ When the high school first semester and college winter quarter overlap in January, a student can be claimed for more than a combined 1.20 FTE for January only. This allowance does not apply for high schools whose first semester extends into February.
* 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 December or January.

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



## 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, including:
	+ Evaluating the student’s remaining graduation requirements, especially as they relate to college courses selected.
	+ 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 costs above the FTE limit, based on the college tuition schedule.
* Students and parents are required to review and sign off on the RSEVF form each term. A parent’s signature is not required for students who are 18 years or older.
* 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 mark in the box in the upper right hand corner of the RSEVF indicating a SQEAF is attached.
	+ The student should present the completed RSEVF and SQEAF to the Running Start advisor during spring quarter registration.

**GUIDANCE FOR HIGH SCHOOLS AND COLLEGES**

High schools and colleges should work together to effectively support students and their parents in understanding Running Start eligibility and the Running Start 1.20 FTE limitation, and to offer guidance on how to maximize benefits of the Running Start program. When students are enrolling in two or more different colleges’ Running Start programs, additional collaboration with all the participating colleges is required to ensure the student stays within the 1.20 AAFTE limit.

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

* **Withdrawing from college classes:** When a student meets with high school staff and decides to withdraw from a college class at any point after the college term has begun, the high school staff should encourage the student to follow the college’s withdrawal process. However, notification to the college by high school or business administration staff of a student’s withdrawal is sufficient notice.

When a student withdraws from the college, timely communication to the high school is strongly encouraged.

A student who has withdrawn from a class, either through the high school or the college, cannot be counted by the college on future count days.

* **Changes to schedule:**If a student changes their high school or college schedule, a new RSEVF must be completed and submitted to the college immediately, reflecting the revised Running Start FTE eligibility. This notice informs all parties of the effect the schedule change has on the claimable FTE and gives the college the opportunity to contact the student and parents for tuition or fees.
* **Mistakes made on the RSEVF:** In completing the RSEVF, if an FTE calculation or adjustment mistake is made by either the high school or college, the party who 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.

High school counselors must work with all Running Start eligible students and parents (including home-based or private school students enrolling solely for the purpose of accessing Running Start ) 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 and parents aware of the possibility of a reduction of spring quarter available FTE for potentially impacted students.

The high school counselor or district staff completing the RSEVF 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 enrolled weekly 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. Refer to the annual Enrollment Reporting Handbook for more information on calculating high school FTE.

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 who may be at risk of exceeding the 1.20 AAFTE. Specifically, students claimed for more than a 1.20 FTE in December or January are at risk of exceeding the 1.20 AAFTE (see Example #2 on Page 2).

Students on track to exceed the 1.20 AAFTE will have their spring quarter Running Start FTE reduced. When this occurs, the high school or district business office staff completes the SQEAF and the student and parents are informed of the reduction. The completed SQEAF should be attached to the RSEVF and submitted to the college’s Running Start Coordinator 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 which 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 with an unpaid charge at the college will be billed subject to the college’s policies.


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