

Additional Information on the 1.20 Running Start Full-Time Equivalent (FTE) Limitation

Explanation of 1.20 Running Start FTE Limitation

Difference between High School and Running Start FTE and Annual Average FTE (AAFTE)

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 classes, 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 classes, 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.

	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 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 FTE. 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 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.

Exception When FTE Can Exceed 1.20 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 the college fall quarter overlaps in December, a Running Start student could be claimed for more than a 1.20 FTE for December only.
- When the high school first semester and the college winter quarter overlaps in January, a Running Start student could be claimed for more than a 1.20 FTE for January only.

When a student is claimed for more than a 1.20 FTE in December or January, they may be at risk of exceeding the 1.20 AAFTE. If the student is on track to exceed the 1.20 AAFTE, their available spring quarter Running Start FTE will be reduced.

Example #2: This example shows a student's spring quarter Running Start FTE reduced because they exceeded the 1.20 FTE in January.

	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

Running Start Enrollment Verification Form (RSEVF)

The use of the RSEVF serves many purposes including the following:

- Ensures that no student will be claimed for more than 1.20 FTE for state funding.
- Outlines how the student's FTE will be split between the high school and the college.
- Provides the college information on the student's Free and Reduced Price Lunch eligibility.
- Allows the college to communicate to the high school the student's Running Start courses.

- Provides guidance on the 1.20 Running Start FTE limitation to students and parents/guardians and informs them why and when tuition may be due to the college.

An RSEVF must be completed for each student and each college term—including home-based and private school students. A separate RSEVF must be completed for each college, if the student enrolls in more than one college. When attending multiple colleges, additional collaboration is needed to ensure the student stays within the 1.20 FTE limit.

Completing the RSEVF

Completing the form begins at the high school where the student works with their high school counselor to:

- Evaluate the student's remaining graduation requirements, especially as they relate to college courses selected.
- Plan both high school and Running Start college coursework for the entire school year, keeping in mind the FTE and AAFTE Running Start limitations.
- Adjust high school and Running Start college course schedules as necessary to not exceed the 1.20 FTE limitation.
 - For high schools on a trimester calendar, for planning the fall college quarter, counselors should use the student's first trimester schedule—knowing that a student can exceed the 1.20 FTE for the month of December.
 - For high schools on a semester calendar, for planning the winter college quarter, counselors should use the student's second semester schedule—knowing that a student can exceed the 1.20 FTE for the month of January.
 - Whenever the student will be claimed for more than a 1.20 FTE in December or January, the counselor should make the student and parents/guardians aware of the possibility of a reduction of spring quarter available FTE.
- Understand 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/guardians must agree to the payment of tuition costs above the FTE limit, based on the college tuition schedule.
 - Students and parents/guardians are required to review and sign off on the RSEVF form each term. A parent's/guardian's signature is not required for students who are 18 years or older.

The high school counselor completing the RSEVF should refer to the high school's 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 bell schedule contains the correct FTE for each class.

Refer to the annual Enrollment Reporting Handbook for more information on calculating high school FTE.

Mid-College Term Changes

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. 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/guardians 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.

Spring Quarter Eligibility Adjustment Form (SQEAF)

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.

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 business office staff completes the SQEAF and the student and parents/guardians 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.