

**TBR STUDENT ENROLLMENT PROJECTIONS FORM
INSTRUCTIONS and EXAMPLES**

FORM SE (Student Enrollment Projections)

Don't alter contents of form.

Full-time Headcount = number of full-time undergraduate students or graduate students.

Part-time Headcount = number of undergraduate or graduate students enrolling in less credit hours than full-time students.

Total Year Headcount = Full-time students + Part-time students

Full-time Equivalent (FTE) calculations

- **Factor UG full-time students enrolling in 15 credits (# of students x 15 =) or G students enrolling in 12 credits (# of students x 12)**
- **Factor part-time students by the # of credits you think they will take (# of students x # of credits =)**
- **Add full-time and part-time credits for a total**
- **An undergraduate FTE is calculated by dividing the total number of undergraduate hours generated by 15**
- **A graduate FTE is calculated by dividing the total number of graduate hours generated by 12**

***Unduplicated* means just use counts for fall semester, not fall plus spring.**

***Graduates* on the form can not be changed even though it is not appropriate for minors. *Graduates* are the total number of students graduating in the proposed degree, major, concentration, or certificate in the year designated. It would not be uncommon to have no graduates in the first 2 years of a new program. If the proposal is for a minor, use the *Graduates* column to indicate when students will likely finish the minor coursework and so indicate in the next section.**

You will be reporting on student enrollment projections each of the five-year post-approval monitoring process.

Estimate the unduplicated headcount and full-time equated enrollment and the number of graduates for a complete program cycle. **The *Graduates* column is a per year count, not cumulative. Do not underestimate or overestimate these figures as the program is held accountable for productivity as a demonstration of viability. For each of the five years after implementation, the program will complete a *Post-Approval Monitoring Report* that presents the numbers entered below and compares them with actual numbers for number of majors and number of degrees awarded. Explanations for differences will be required.**

-table on next page-

Year	Full-Time Headcount	Part-time Headcount	Total Year Headcount	FTE	Graduates
1					
2					
3					
4					
5					

Explain the basic assumptions used in estimating the size of the proposed program. Assumptions should be related to the evidence of need and to other supportive data.

Clarify specifically how the projected student enrollments were calculated. Indicate definition of full-time students, the number of credit hours part-time students are expected to have, how FTE was factored, and how number of graduates was determined. The explanation would allow anyone to come up with the same numbers.