

**OFFICE OF THE REGISTRAR, x-3015; email: [registrar@stolaf.edu](mailto:registrar@stolaf.edu)**

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DATE: December 5, 2011

TO: Department Chairs and Program Directors

FROM: Mary Cisar, Registrar  
Kathy Granquist, Assistant Registrar for Reports and Curriculum

RE: FTE for 2012-13 Academic Year

Attached you will find a printout that lists courses, instructors, course credit values, and default teaching FTE for each term of the 2011-12 academic year,. Please update for 2012-13. We are working to incorporate accurate teaching FTE figures into the information that is accessible on the web to department chairs, program directors, and the associate deans, so we are asking you to review the FTE figures on the printouts and correct them as appropriate.

Please note that default FTE values are as follows, but that these default 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.

If you have responsibility for more than one department/program, the relevant printouts are included in this packet.

Please return updated printouts to the Registrar's Office by February 13, 2012, with your class and lab proofs.

Thank you!