**Projected Student Enrollment**

The estimated headcount and FTE (full-time equivalent) for students, including sources for the projection. The graduation rate expected for each year after the target enrollment year. With the assistance of the institution’s planning or Institutional Research office, complete and attach the “Summary of Projected Enrollments in Proposed Program” form.

**Instructions**:

* Enter the appropriate dates at the top of each column.
* Provide **fall headcount enrollment (HDCT)** and **annual full-time equivalent student (FTE) enrollment**. Round the FTE to the nearest whole number.
* Assumptions: Provide data for 1. Retention (%); 2. Full-time students (%); 3. Part-time students (%); 4. Expected time to graduation (in years) for full-time and part-time students; and 5. Number of credit hours per semester for full-time and part-time students.

Note: “Target Year” refers to the year the institution anticipates the program will have achieved full enrollment. Programs that do not anticipate meeting SCHEV productivity standards should not be proposed (seethe [Virginia Public Higher Education Policy on Program Productivity](https://schev.edu/docs/default-source/institution-section/GuidancePolicy/policies-and-guidelines/program-productivity-policy-(review-of-academic-programs-viability).pdf)). Productivity standards are not guidelines for student projected enrollment and should not be used to complete the chart below. Projected enrollment should represent actual plans for student enrollment in the program.

***State Council of Higher Education for Virginia***

**Summary of Projected Enrollments in Proposed Program**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 1 | | Year 2 | | Year 3 | | Year 4  **Target Year**  **(2-year institutions)** | | | Year 5  **Target Year**  **(4-year institutions)** | | |
| 20   - 20 | | 20   - 20 | | 20   - 20 | | 20   - 20 | | | 20   - 20 | | |
| HDCT | FTES | HDCT | FTES | HDCT | FTES | HDCT | FTES | GRAD | HDCT | FTES | GRAD |

Note:

* For associate degree program proposals, only years 1-4 are completed, with projected graduates provided under year 4.
* For four-year institution programs, years 1-5 are completed, with projected graduates to be provided under year 5 only.

**Definitions**:

HDCT—fall headcount enrollment

FTES—annual full-time equated student enrollment

GRADS—annual number of graduates of the proposed progr