

## To Be Arranged (TBA) Hours Compliance

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### PROCEDURES:

- 1. Minimum Qualifications:** Instructor meets minimum qualifications and is authorized to teach in department in which course is offered.
- 2. TBA Activities:** Specific instructional activities expected of all students are included in the official course outline.
- 3. Syllabus and Publication of requirements:** Clear description of the course, including TBA requirements, is published in the syllabus and the catalog or addenda, AND in the course schedule or addenda.
- 4. Location:** There is a designated location of which all students are informed where the TBA instructional activities will occur.
- 5. Type of Instruction:** TBA provides some kind of instruction and/or activity that is not homework.
- 6. Documentation of Hours:** Students may demonstrate they fulfilled their regularly schedule TBA responsibilities by signing in and out every time they come to the lab or learning center in a manner that documents days, times and amount of TBA fulfilled. An electronic system can also be used. Students MUST complete at least one TBA activity BEFORE the census date of that course.
- 7. Availability of Instructor:** Instructor is available and in physical proximity and range of communication to provide instruction and ensure safety of students, and meets the minimum qualifications or equivalency in the discipline in which the course is offered.
- 8. Supervision:** Instructors provide supervision and control necessary for protection and safety of students and do not have any other assigned duties during this period.
- 9. Course outline and Syllabus requirement:** Course outline specifies the number of contact hours for the course as a whole, and for the TBA activities. Syllabus must state TBA instructional activities, expectation for completion, and weekly hours required. (see #13 and #14).
- 10. Times for TBA Hours:** There are specific times of which all students are informed when the instructional activities occur.
- 11. Individualized Schedule:** If census based courses include TBA in the schedule, then documentation is required to verify that each student has an individualized schedule for completing the TBA work.
- 12. TBA Regulation Requirements:** "Students shall be informed or work with the instructor to determine their individualized TBA schedule. District must maintain documentation of notification of student to adhere to their responsibilities. Such notice may consist of a notation in syllabus, or other documentation distributed in class"
- 13. Number of Hours (weekly census):** For weekly census courses, TBA hours need to be scheduled for the same number of hours per week as the class. Specific days and times must be arranged with the students.
- 14. Number of Hours (daily census):** For daily census courses, TBA hours need to be scheduled for the same number of hours as the class and must be conducted on each scheduled day of the course.
- 15. Switch to Positive Attendance:** If TBA hours are not accounted for as indicated in #5 or #6, then the entire course must be accounted for on the positive attendance basis.
- 16. Submitting Documentation:** Documentation of compliance with the above must be maintained and copies turned into your division office **EVERY** semester. A record that displays individual TBA schedules that students were expected to adhere to is required to be kept.