

## TBA Guidelines and Information

True TBA Classes – Basic Rules	Attendance Accounting	Census Requirement	Not True TBA
<ul style="list-style-type: none"> <li>• Instructor during TBA hours meets minimum qualifications.</li> <li>• Course Outline of Record (COR) includes specific TBA activities expected of all students.</li> <li>• Students must be informed of TBA hours, expected outcomes, and location of where instruction during TBA hours will occur. Syllabi must contain this information.</li> <li>• TBA hours do not take the place of homework and do not include unsupervised activities such as attendance at events, plays, and concerts.</li> <li>• Days, time, and number of TBA hours attended by each student must be recorded and available for audit.</li> <li>• True TBA classes are coded in PeopleSoft as 02 or 04.</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation is required to demonstrate that each student has completed the minimum number of TBA hours.</li> <li>• Attendance records can be kept through written records, TutorTrac, electronic record keeping, and through attendance documentation maintained offsite for clinical classes, and for public safety classes.</li> <li>• Apportionment of TBA hours cannot be claimed for students who have recorded zero TBA hours of attendance as of the census date of the class.</li> <li>• Weekly Census- TBA hours are scheduled for the same number of hours each week.</li> <li>• Daily Census - TBA hours are scheduled for the same number of hours on each scheduled meeting day.</li> <li>• Short term TBA hours are considered impractical and should be carefully considered prior to being scheduled.</li> <li>• Irregularly scheduled TBA hours are permissible, but the entire course is subject to positive attendance requirements – even regularly scheduled face-to-face meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Each enrolled student must demonstrate participation prior to census.</li> <li>• True TBA classes must have auditable records of attendance.</li> <li>• Student/Faculty contract classes must have auditable records showing the student’s activities and interaction with the instructor.</li> <li>• DE classes must have auditable records demonstrating regular and effective contact.</li> <li>• Without documented attendance or participation prior to census, apportionment cannot be requested for students.</li> </ul>	<ul style="list-style-type: none"> <li>• Certain classes will use the TBA meeting pattern, but they are not “true” TBA.</li> <li>• Work Experience (coded as 20), Independent or Directed Study (coded as 05), and Field Study (coded as 20) are not true TBA classes.</li> <li>• Positive attendance classes including ADJUS and FIRE SC should not be included as true TBA.</li> <li>• Distance Education classes and Hybrid classes (non-regularly scheduled hours held online) should not be classified as TBA.</li> <li>• Nursing classes which have regular class meetings for the first 8 weeks and clinical work for the second 8 weeks are not TBA.</li> <li>• Classes with incidental field trips (Geology) are not TBA.</li> </ul>