

## TBA Definition

1. All contact hours are on a TBA basis.
2. Some contact hours are on a TBA basis.
3. TBA hours can be on a fixed or variable basis.

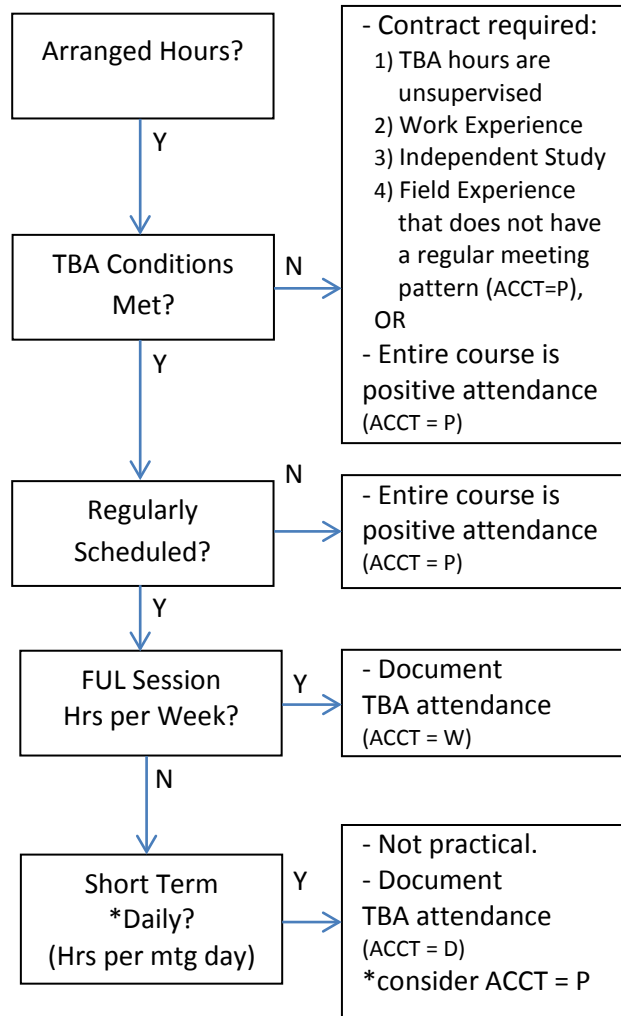
## TBA Conditions - Basic Rules

- Instructor during TBA hours meets minimum qualifications.
- COR includes specific TBA activities expected of all students.
- Students must be informed of TBA hours and expected outcomes.
- Instruction must be provided during TBA hours that is not the supervision of an activity that should be done independently outside of class time.
- TBA hours do not take the place of homework and do not include unsupervised activities such as attendance at plays and concerts.
- Students must be informed of the specific location where instruction during TBA hours will occur.
- Days, times, and number of TBA hours attended by each student must be recorded and available for audit.

## Attendance Accounting

- Documentation is required to demonstrate that each student has completed the minimum number of TBA hours.
- 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.
- ACCT = W: TBA hours are scheduled for the same number of hours each week.
- ACCT = D: TBA hours are scheduled for the same number of hours on each scheduled meeting day.
- TBA hours are impractical for most Daily Census classes. *A challenge for summer classes (per CCCCO).*
- ACCT = P: Where TBA hours are not regularly scheduled, attendance for the **entire course** must be recorded as Positive Attendance.

## TBA Decision Tree



### Caution:

TBA and ACCT = D should rarely, if ever, occur.

Classes with arranged hours not meeting TBA conditions must be ACCT = P and have attendance recorded for each class meeting including face-to-face instruction.

## Palomar Community College

### Nontraditional Hours:

### Scheduling and Attendance Accounting

*Document ... Document ... Document*

*TBA ...*

*Student/Faculty Contracts ...*

*Work Experience*

*Independent/Directed Study*

*Distance Education ...*

*Hybrid Classes ...*

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## CENSUS Requirement

Each enrolled student must demonstrate participation prior to census.

True TBA classes must have auditable records of attendance.

Student/Faculty contract classes must have auditable records showing the student's activities and interaction with the instructor.

DE classes must have auditable records demonstrating regular and effective contact.

Without documented attendance or participation prior to census, apportionment cannot be requested for students.



## TBA – True definition

True TBA hours require a specific set of conditions and face increased scrutiny for attendance validation. See the list of conditions at the end of this brochure. In short, students must be informed of the TBA hours, attendance must take place at a specified location on campus, and attendance must be recorded. The ACCT code can be W or D as long as the TBA hours are regularly scheduled throughout the FUL term. Short term TBA hours are considered impractical and should be carefully considered prior to being scheduled. Irregularly scheduled TBA hours are permissible, but the **entire course** is subject to positive attendance requirements – even regularly scheduled face-to-face meetings. **Unstructured TBA hours are not advised as apportionment may be lost.** True TBA courses will have MOI = 02 or 04, and ACCT = W, D, or P.



## Classes requiring a contract

Certain classes will use the TBA meeting pattern, but they are not true “TBA” classes. These are classes that do not have a defined meeting pattern and have a certain amount of independent learning. The classes require a student/faculty contract that explicitly details student /faculty interaction and accumulated student hours among other conditions. Contract requiring courses will have MOI = 20, 40, or 90, and ACCT = W, D, P, I or L.

See **Quick Tips** for a complete list of courses: <http://www.palomar.edu/instruction/Class%20Schedule/contracts%20required.pdf>

### Class note:

All contract classes are to have a class note informing the student, faculty, and administrative staff that a contract documenting weekly activities and instructor interaction is required.

*Students are required to show documented activity prior to the census date of the class.*

### Student/faculty Contracts required:

#### **Work Experience (MOI = 20, ACCT = I)**

Student works in an internship or employment-like setting under the direction/supervision of someone other than the instructor.

#### **Independent or Directed Study (MOI = 40, ACCT = I,L)**

Student works independently on activities and interacts with the instructor per contract stipulations.

#### **Field Experience (MOI = 90, generally ACCT = P)**

Course work **primarily** occurs outside of campus facilities under the supervision of the instructor.

- Field Experience can be ‘W’ or ‘D’ if instruction hours are clear, regularly scheduled, and adhered to.
- Incidental field trips are not Field Experience and do not affect MOI. However, mandatory incidental field trips outside of regularly scheduled hours will change the entire course to positive attendance.



## Distance Education

Distance Education classes have a DE meeting pattern and are not subject to the same conditions as true TBA classes. However, DE courses do have a detailed set of guidelines including quality standards, regular and effective contact, approval, and reporting requirements. College records must show regular and effective contact for each student prior to the census date of the class. ACCT = I.

Distance Education Guidelines:

<http://www.cccco.edu/OurAgency/FinanceFacilities/FiscalServices/AllocationsSection/StudentAttendanceAccountingManual/tabid/833/Default.aspx>

Most common DE methods of instruction

- Computer Assisted (MOI 50)
- Video (MOI 63)
- Online (MOI 72)

## Hybrid classes

Hybrid classes have a DE component, but are more than 50% face-to-face instruction. They are subject to DE Guidelines and college records must show regular and effective contact for each student prior to the census date of the class. To be offered as a hybrid, courses must have prior Curriculum Committee approval for Distance Education. They have MOI = 02 or 04, and ACCT = H.

### Attendance

*Undocumented attendance for TBA hours or contracts is like an absence. Students are expected to accumulate the appropriate amount of TBA and contracted hours.*