

# quick tips

## TBA: Rules and Conditions

Please refer to the QuickGrid (appendix \_\_) for common occurrences of the TBA meeting pattern.

### Basic Rules for courses having TBA hours:

- Instructor must be present and meet minimum qualifications or equivalency.
- Course outline must include specific instructional activities expected of **all** enrolled students during TBA hours.
- Students must be informed of these activities and expectations for completion.
- Instruction must be provided during TBA hours that is **NOT** supervision of an activity that should be done independently outside of class time (e.g. homework).
- Students must still be required to study independently outside of class time. For lecture courses, the expectation is two hours of study for each class hour.
- Students must be informed of the designated location where instructional activities during TBA hours will occur .
- Days, times, and number of TBA hours attended by each student must be recorded by sign in/sign out on paper or electronically and available for audit.
-  Students must have documented TBA activity prior to the census date of the class. Students having zero documented hours cannot be claimed for apportionment.

Classes meeting all of the above conditions can be coded as ACCT = “W” or “D” as long as class meetings are regularly scheduled throughout the term with no alterations or skipped dates (other than district holidays).

Otherwise, the entire class must be ACCT = “P” where each class meeting, attendance is recorded and can be made available for audit as requested.

 TBA meeting patterns where ACCT = “D” are generally impractical and should be carefully considered. It is recommended that TBA and ACCT = “D” not be used.

### Palomar exceptions:

Independent Study and Work Experience courses at Palomar use the TBA meeting pattern, but are not TBA courses per the Chancellor’s Office rules. Independent Study and Work Experience courses use student/faculty contracts to document student hours and student/faculty interaction.