



## To-Be-Assigned (TBA) Summary

### Definition of TBA:

“To-be-arranged” (TBA) hours require a specific set of requirements, face increased scrutiny for attendance validation and are commonly audited. Of these requirements, students must be informed of the TBA hours, attendance must take place at a specified time and location on campus, and attendance must be recorded.

### Faculty have the following options to comply with TBA requirements:

1. Eliminate TBA hours and convert into scheduled hours.
2. Convert face-to-face courses with TBA into Hybrid courses (minor difference in apportionment).
3. Follow LPC established guidelines, develop a student contract and document as stated below.

The complete list of requirements for TBA is:

- The instructor of record and/or instructor within line of sight for TBA hours must meet minimum qualifications.
- Instruction must be provided during TBA hours. Instruction is not the supervision of an activity that could be done independently outside of class time, such as homework or attending an activity (ie. Game, Movie, Theatrical Production, Performance, etc.).
- Apportionment of TBA hours cannot be claimed for students who have recorded zero TBA hours of attendance prior to the census date.
- The course outline of record (COR) needs to include specific TBA activities expected of all students. This can be noted in the methods of instruction.
- Students must be informed of TBA hours, location and expected outcomes.
- TBA hours must be scheduled the same number of hours each week of the term with specific days and times for each enrolled student. This information must be recorded and available for audit (See Documentation of Hours Form). Students may change the scheduled time and/or substitute other hours on an emergency basis after confirming with the instructor.
- Documentation is required to demonstrate that each student has completed the minimum number of TBA hours. In most instances SARS will capture this information. If not, documentation is required. (See TBA Tracking Form)

### Sample Syllabus Paragraph:

*Part of the requirement for completion of this course requires [X] hours of specific instructional assignments, which may include Directed Learning Activities (DLAs), workshops, grammar tutorials/worksheets, and/or instructor conferences that augment and complement the weekly learning activities occurring in the lecture part of the course. You must complete the [X] hour requirement at regularly scheduled times each week, sign in for each activity and complete work as part of required components of the course. The required hours can be completed on [list dates and times]. Each student must submit his/her weekly schedule which indicates the time designated to attend the required lab time during the first week of instruction (Use Documentation of Hours Form).*



# DOCUMENTATION OF HOURS FOR TBA FORM

LAS POSITAS  
COLLEGE

NOTE: All TBA hours must be documented and all hours must be under the immediate supervision and control of the named instructor.

Student Name \_\_\_\_\_

W# \_\_\_\_\_

Course Name: \_\_\_\_\_

CRN #: \_\_\_\_\_

Number of required TBA hours per week: \_\_\_\_\_

Per Semester: \_\_\_\_\_

Name of the Supervising Instructor: \_\_\_\_\_

**Instructions:** In the schedule shown below, list your entire current class schedule days and times (e.g. ENG 104) and please indicate the day(s) and hour(s) that you, the student, will satisfy the TBA hours. Use "TBA" to indicate TBA hours in the grid below. (See sample). The days/hours you are attending the TBA class must be "**under the IMMEDIATE SUPERVISION AND CONTROL**" of a supervising instructor and must not overlap days/hours of any other courses you are taking).

Day	8:00A	9:00A	10:00A	11:00A	12:00N	1:00P	2:00P	3:00P	4:00P	Evening
M										
T										
W										
TH										
F										
S										

\_\_\_\_\_  
Student's Signature Certifying No Day/Hour Overlap  
Between TBA and Other Scheduled Courses

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

Completed forms must be kept on file with instructor until end of semester. Following the completion of the semester, submit all forms to Division Office to be forwarded to the Dean of Admissions Office for storage and auditing purposes.



# DOCUMENTATION OF HOURS FOR TBA FORM

LAS POSITAS COLLEGE

NOTE: All TBA hours must be documented and all hours must be under the immediate supervision and control of the named instructor.

Student Name Sally Simple

W# 10123456

Course Name: THEA 48-College Theater Technical

CRN #: 30164

Number of required TBA hours per week: 10 hrs.

Per Semester: 175 hours

Name of the Supervising Instructor: Tim Temple

**Instructions:** In the schedule shown below, list your entire current class schedule days and times (e.g. ENG 104) and please indicate the day(s) and hour(s) that you, the student, will satisfy the TBA hours. Use "TBA" to indicate TBA hours in the grid below. (See sample). The days/hours you are attending the TBA class must be "under the IMMEDIATE SUPERVISION AND CONTROL" of a supervising instructor and must not overlap days/hours of any other courses you are taking).

Day	8:00 – 9:00AM	9:00 – 10:00AM	10:00 – 11:00AM	11:00 – 12:00PM	12:00 – 1:00PM	1:00 – 2:00PM	2:00 – 3:00PM	3:00 – 4:00PM	4:00 – 5:00PM	Evening (5-10PM)
M	ENG 104		KIN BK							
T	TBA		BIO 31			TBA	TBA			
W	ENG 104		KIN BK		BIO 31 LAB	LAB				TBA (5-7pm)
TH	TBA		BIO 31			TBA	TBA			
F		TBA	TBA							
S										

Student's Signature Certifying No Day/Hour Overlap Between TBA and Other Scheduled Courses

Date

Instructor's Signature

Date

Dean's Signature

Date

Completed forms must be kept on file with instructor until end of semester. Following the completion of the semester, submit all forms to Division Office to be forwarded to the Dean of Admissions Office for storage and auditing purposes.