

**CALIFORNIA COMMUNITY COLLEGES  
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March 8, 2013

**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Chief Business Officers

**FROM:** Barry Russell, Ph.D.  
Vice Chancellor of Academic Affairs

**SUBJECT: COURSES WITH TO BE ARRANGED (TBA) HOURS**

Recently, there have been many questions concerning possible audit findings focusing on the offering of courses with TBA hours. The guiding memos on issues related to the offering of TBA hours still are the January 26, 2009 and June 10, 2009 memos (attached). This third memo is meant to clarify one narrow issue related to the publishing of TBA hours in the official college catalog.

The previous language stated (January 26, 2009 memo):

3. "The TBA hours/week required for the course must be included in the published catalog and class schedule."

This language is being updated in all future audit instruction to remove the reference to the college catalog. After implementation and subsequent audits, it was determined that all appropriate tests for TBA appropriateness and viability could be established without that requirement. In addition, since the purpose of the course information in the catalog cannot be as specific as the scheduling method found in the schedule of classes, it seems appropriate to not include that information in the catalog.

To be clear, a list of required conditions for TBA courses is as follows:

1. The official course outline of record must include the number of TBA hours and specific instructional activities/learning outcomes for TBA hours expected of all students enrolled in the course.
2. The TBA hours must provide instruction that is not homework and the student work completed for TBA must be evaluated. In this regard, do not include within TBA hours unsupervised activities such as attendance at plays and concerts. Apportionment may not be claimed for such activities.
3. The TBA hours/week required for the course must be included in the published class schedule, whether printed, online, or an addenda to the original schedule.

4. The designated location for the TBA hours must be specified in a way that appropriately informs students.
5. All students enrolled in a course with TBA hours must be required to fulfill the hours and other conditions for TBA. Make sure that all student participation is documented.
6. TBA hours may not be claimed for apportionment under the auspices of individual student tutoring.
7. Colleges need to track student participation carefully and make sure that they do not claim apportionment for TBA hours for students who have documented zero hours of the census point for the particular course.

This update does not preclude a district from printing some kind of notice concerning the TBA hours in the published catalog. A potential message could be “Some or all of the class hours for courses may be offered using the “To Be Arranged” (TBA) course scheduling option. Please refer to the class schedule listing for sections of courses for specific TBA weekly or daily class hour requirements that may apply.” Other than as noted above, the guidance provided in the above referenced memorandums and Legal Advisory 08-02 continue to be in effect.

For further information or questions concerning instructional issues, please feel free to contact me at [brussell@cccoco.edu](mailto:brussell@cccoco.edu) or at (916) 322-6881 or for further information or questions concerning attendance accounting and reporting for apportionment purposes, you may contact Elias Regalado, Specialist, Fiscal Services Unit at [eregalad@cccoco.edu](mailto:eregalad@cccoco.edu) or at (916) 445-1165.