



# MEMORANDUM

DA: January 5, 2018

TO: Deans

A handwritten signature in cursive script that reads "Donzell Lee".

FR: Donzell Lee, Ph.D.  
Provost & EVPAA

**RE: PROVOST ADVISORY | TBA POLICY**

Courses with TBA, particularly without class times, location, format, and/or meeting days, will be removed from the course schedule prior to the start of the first week of scheduled classes. TBA courses are strongly discouraged as a scheduling scheme at Alcorn State University. While understood to be a placeholder when matters concerning time, instructor, instructional format are exigent or in flux, the use of TBA, even as a *temporary* placeholder, can wreak havoc on enrollment management practices and student retention/success efforts.

Specifically, the federal government, IHL, NCAA, SACS, specialty accreditation, and quality business practice demand that university officials know where students/employees are on campus in case of emergency. Confirmed course information is important as the federal government requires Alcorn to have and maintain accurate room usage records. TBA course listings cannot be monitored to account for Carnegie-units, let alone faculty-approved institutional effectiveness program outcomes.

Students must know when and where they are expected to be in order to arrive on time, engage with their instructors, interact with classroom peers, and fulfill learning outcomes from the first day of semester class to the last. As a fundamental matter, when students know time, place, location, instructional format, and instructor information up front, said students are more likely to start the semester strong (e.g. progress, persist, complete, and excel) as well as finish strong (e.g. complete and graduate).

Therefore, in light of the aforementioned, all classes should, at minimum, list days, times, location, and instructional format. As to instructor emergencies, once the instructor-of-record is confirmed, appropriate notice should be given the Office of Student Records. By way of this Provost Advisory, deans shall to take immediate action to remove all TBAs, otherwise the class will not be listed. The Office of the Vice President for Academic Affairs is a resource in dealing with extraordinary matters that may arise.