



<p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p>	POLICY NUMBER:	PAGE NUMBER
	CHAPTER: Academic Policies	
	SUBJECT: Grades: Technical Failure (TF) Grade	
RELATED POLICIES:	EFFECTIVE DATE: 4/14/2010	
	SUPERSESION:	
	 Dr. David Svaldi President	
OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs		

Grades

Technical Failure (TF) Grade

I. POLICY:

Adams State College's Policy for Unofficial Withdrawals:

A grade of TF (Technical Failure) has been established to comply with Title IV regulations that an institution must have a mechanism in place to identify and resolve instances where a student's attendance through the end of the enrollment period could not be confirmed.

Title IV statement: For a student who unofficially withdrew from an institution that is not required to take attendance, the student's withdrawal date is either the last date of attendance at an academically related activity or the midpoint of the period.

II. PURPOSE:

The purpose of this policy is to provide a mechanism to identify and resolve instances where a student ceases to attend or participate in class activities prior to the withdraw deadline.

III. DEFINITIONS:

- A. Academic calendar: A listing of all dates and actions pertaining to academics.
- B. Enrollment period: The time frame during which a student is enrolled in, and completes classes during a semester or session.
- C. GPA: Grade Point Average; equivalent of the cumulative scholastic average.
- D. Records Office: The ASC Office responsible for assessing and maintaining student records.
- E. Technical Failure: A grade given to a student who fails to complete class objectives because of non-attendance prior to the withdraw deadline. The effect on GPA is the same as a grade of "F".
- F. Unofficial Withdraw: A situation in which a student has ceased attending class(es) prior to the withdraw deadline but has neglected to officially withdraw from class(es).
- G. Withdraw: To cancel one's enrollment in a class after the last day to withdraw from a class. Students who withdraw from a class receive a non-punitive grade of W.

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H. Withdrawal Deadline: The date after which students cannot withdraw from classes.

IV. PROCEDURES:

- A. To establish the last date of attendance faculty must be prepared to report the actual last class day the student was in attendance or the last date of an academically related activity (e.g., class project, quiz, assignment submitted, exam, field trip, lab, attendance in class, etc.). This does not mean that faculty must take attendance, but they must be aware of when a student stopped attending or doing any course related academic activities.
- B. Professors will assign a grade of "F" (not TF) to all students who completed the course but failed to meet course objectives.
- C. Professors will assign a grade of "TF" to all students who registered for a class and ceased attending or had irregular attendance at some point prior to the withdrawal deadline for the class. When a grade of "TF" is reported on the final grade sheet, the approximate last date of attendance must be recorded.
- D. After entering a grade of "TF" for a student, professors will fill in the line for last known date of attendance. The format for the date is mm/dd/yyyy.
- E. Grades of "TF" will be treated the same as "F" grades for calculation of GPA.

V. RESPONSIBILITY:

- A. Faculty members are responsible for monitoring student attendance and class participation and for assigning the "TF" grade when appropriate.
- B. The Records Office staff are responsible for ensuring that the grade option "TF" is available in appropriate courses and for processing grades and GPA according to the policy.

VI. AUTHORITY:

Title IV policy

VII. HISTORY

Fall 2005
April 14, 2010

VIII. ATTACHMENTS: