



<u>ADMINISTRATIVE POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-11-13	PAGE NUMBER Page 1 of 4
	CHAPTER: Academic Policies	
	SUBJECT: Grades: Technical Failure (TF) Grade	
RELATED POLICIES: Technical Unsatisfactory (TU) Grade Incomplete Failure (IF) Grade OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: Fall 2005	
	SUPERSESSSION:	
	 Dr. David Svaldi Interim President	

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 V 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. TF indicates that the student ceased attendance and failed to complete the course objectives but did not officially withdraw from the course.

Title V 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. It provides a grade which clearly indicates the cause of class failure as due to lack of attendance rather than failure to complete course objectives.

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. Title V: A grant that has a goal of developing programs that promote improving students' academic success and persistence.
- G. 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).

CHAPTER:	SUBJECT	POLICY #	Page 2 of 4
Academic Policies	Grades: Technical Failure (TF) Grades	100-11-13	EFFECTIVE Fall 2005

H. Withdraw: To cancel one's enrollment in a class after the last day to drop a class. Students who withdraw from a class receive a non-punitive grade of W.

I. 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 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 way 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 V policy

VII. HISTORY:

Effective Fall 2005

VIII. ATTACHMENTS:

<u>ADMINISTRATIVE POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-11-14	PAGE NUMBER Page 3 of 4
	CHAPTER: Academic Policies	
	SUBJECT: Grades: Technical Unsatisfactory (TU) Grades	
RELATED POLICIES: Technical Failure (TF) Grade Incomplete Failure (IF) Grade OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: Fall 2005	
	SUPERSESSSION:	
	 Dr. David Svaldi Interim President	

Technical Unsatisfactory (TU) Grade

I. POLICY:

Adams State College's Policy for Unofficial Withdrawals from Developmental classes:

A grade of TU (Technical Unsatisfactory) has been established to comply with Title V 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. TU indicates that the student ceased attendance and failed to complete the course objectives but did not officially withdraw from the course.

Title V 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. It provides a grade which clearly indicates the cause of class failure as due to lack of attendance rather than failure to complete course objectives.

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 Unsatisfactory: 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. Title V: A grant that has a goal of developing programs that promote improving students' academic success and persistence.
- G. 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).

CHAPTER:	SUBJECT	POLICY #	Page 4 of 4
Academic Policies	Grades: Technical Unsatisfactory (TU) Grades	100-13-14	EFFECTIVE Fall 2005

H. Withdraw: To cancel one's enrollment in a class after the last day to drop a class. Students who withdraw from a class receive a non-punitive grade of W.

I. 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 TU) to all students who completed the course but failed to meet course objectives.
- C. Professors will assign a grade of 'TU' to all students who registered for a class and ceased attending at some point prior to the withdrawal deadline for the class. When a grade of 'TU' is reported on the final grade sheet, the approximate last date of attendance must be recorded.
- D. After entering a grade of 'TU' 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 'TU' will be treated the same way as 'U' grades for calculation of GPA. Developmental classes are not calculated into the GPA.

V. RESPONSIBILITY:

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

VI. AUTHORITY:

Title V policy

VII. HISTORY:

07/25/2006

VIII. ATTACHMENTS: