Technical Failure (TF) and Technical Unsatisfactory (TU) Grades

I. POLICY:

Adams State University Policy for Unofficial Withdrawals:

A grade of Technical Failure (TF), or Technical Unsatisfactory (TU) for basic skills courses, has been established to comply with Title IV regulations stating 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. A TF or TU grade indicates that a student ceased attendance and failed to complete course objectives but did not officially withdraw from the course.

In accordance with Title IV regulations, when official notification of withdrawal is not provided to the institution, the withdrawal date is the last date of an academically related activity that the student participated in.

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. It provides a grade which clearly indicates the cause of class failure is 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. Period of Enrollment: 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 ASU Office responsible for assessing and maintaining student records.

E. Technical Failure (TF) Grade: A grade given to a student who fails to complete class objectives because attendance has ceased within the period of enrollment. The effect on GPA is the same as a grade of F.

F. Technical Unsatisfactory (TU) Grade: A grade in an S/U graded, basic skills course given to a student who fails to complete class objectives because attendance has ceased within the period of enrollment. Similarly to U grades, grades are not calculated into a student’s GPA.

G. **Unofficial Withdraw**: A situation in which a student has ceased attending academically related activities but has neglected to officially withdraw from class(es).

H. **Withdraw**: To cancel one's enrollment in a class after the last day to drop a class but up until the withdrawal deadline of a semester. 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 the date a student stopped attending or doing any course related academic activities.

B. Professors will assign a grade of F, not TF, (or U, not TU in basic skills courses) to any students who completed the course but failed to meet course objectives. The appropriate final grade will be assigned by discretion of faculty.

C. Professors will assign a grade of TF, or TU for all basic skills courses, to any students who registered for a class and ceased attending at some point within the period of enrollment. When a grade of TF or TU is reported on the final grade roster, the last date of attendance must be recorded. The format for the date is mm/dd/yyyy.

D. Grades of TF will be treated the same as F grades for calculation of GPA. Grades of TU will be treated the same as U grades and will not be calculated in the GPA.

V. **RESPONSIBILITY**:

A. Faculty members are responsible for monitoring student attendance or class participation and for assigning TF or TU grades when appropriate.

B. The Records Office staff is responsible for ensuring the grade option TF or TU is available in appropriate courses and for processing grades and GPA according to the policy.

VI. **AUTHORITY**:

Title IV Federal Student Aid Regulations; Higher Education Act of 1965, 34 CFR 668.22

VII. **HISTORY**:

Effective Fall 2005
Revised April 12, 2012
Revised December 12, 2012
Revised November 13, 2013

VIII. **ATTACHMENTS**