

**HOBART AND WILLIAM SMITH COLLEGES
REPORT ON D,F,NC,AND I (INCOMPLETE)GRADES**

Grade _____

Term _____

This information will be used in counseling students and as an aid to The Committee on Standards.

Student's Name _____ College _____ Class _____

Dept. _____ Course# _____ Title _____

Instructor _____

APPLICABLE REASONS FOR GRADE/INCOMPLETE CHECKED BELOW:

____ Student made a serious effort throughout the course but received grade/incomplete due to:

____ Student made a minimal effort to satisfy course requirements and received grade/incomplete because of:

- ____ poor attendance
- ____ poor class participation
- ____ lack of preparation
- ____ unsatisfactory lab work
- ____ unsatisfactory paper(s)
- ____ unsatisfactory exam(s)
- ____ final paper/journal not submitted
- ____ medical reasons
- ____ inadequate writing skills (course work recommended)
- ____ inadequate quantitative skills (course work recommended)

COMMENTS: (Please indicate any additional reasons for unsatisfactory performance, as well as special circumstances. Comments on the student's attitude, effort, adequacy of background preparation, and general ability would be useful if applicable, as would information on whether he/she sought or received extra help.)

For fall semester incompletes, it is required that all outstanding student work be completed by the fourth week of spring semester and the final grade submitted by the faculty member to the registrar by the end of the sixth week or the "I" grade becomes a grade of "F". For spring semester incompletes, it is required that all outstanding student work be completed by the end of the fall semester drop/add period and the final grade submitted by the faculty member to the registrar by the end of the second week of classes for the fall semester or the "I" grade becomes a grade of "F".

Date _____ Instructor's Signature _____