REPORT ON D, F, NC, I, AND DCR (INCOMPLETE) GRADES

Grade___________ Semester__________

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:

  ☐ 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)

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

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.)

Date______________________Instructor’s Signature_______________________________________________

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 the spring semester incompletes, it is required that all outstanding student work be completed by 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_______________________________________________