

REPORT ON POOR, FAILING, OR UNSATISFACTORY GRADE

_____ Semester _____ Year
 Student: Last, First, MI

_____ Instructor
 Course: Dept. No. Sect.

Semester Grade: D F U Midterm Grade: _____

Absences: Absent _____ times out of _____ class meetings.

_____ Absences not recorded.

Reasons for the poor, failing, or unsatisfactory grade:

(Check all that apply, 1 = maximum deficiency)

_____ Low marks on exams; exam average _____

_____ Writing skills 1 2 3 4 5

_____ Oral Communication skills 1 2 3 4 5

_____ Organizational skills 1 2 3 4 5

_____ Completion of assignments 1 2 3 4 5

_____ Class participation 1 2 3 4 5

_____ Group participation 1 2 3 4 5

I feel that the reason(s) for the poor performance is:

- a. lack of interest in the subject matter.
- b. lack of appropriate background for this course.
- c. lack of the skills necessary for success in this field
- d. lack of effort.
- e. other (please specify) _____

As the semester progressed, this student's overall performance: (circle one)

Improved deteriorated remained constant

Has this student sought your assistance to improve performance? _____

The Academic Standards Committee encourages you to write any comments on the back that you feel may be useful to the committee.

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