

**FOR STUDENTS WHO RECEIVE A FINAL GRADE OF D OR F IN A COURSE**

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_  
mm/dd/yyyy

INSTRUCTOR: \_\_\_\_\_

COURSE ID: \_\_\_\_\_ TITLE: \_\_\_\_\_

GRADE:                    D                    F

Please note below the reason(s) for this student's grade, providing as much commentary as possible. This will assist the Committee in Academic Standing in determining students' status. Know that the student may view this information as it is considered part of their "educational record." Thank you very much for your help.

BACKGROUND/SKILLS (check all areas that apply)

Apparent reading problem.

Vocabulary/Comprehension

Apparent writing problem.

Technical (grammar, structure).

Content (concepts, organization, analytical reasoning)

Insufficient high school background for course

Insufficient background for course (i.e. missing prerequisites or poor performance in a prerequisite.)

Poor study skills

Other (please specify): \_\_\_\_\_

APTITUDE/CONCEPTUAL UNDERSTANDING (check all that apply)

Apparent lack of conceptual understanding

Problems with abstract reasoning

Problems with applied reasoning

Other (please specify): \_\_\_\_\_

EFFORT/ATTITUDE (check all that apply)

Did the student's behavior in class suggest an attitude or approach to the work that showed a lack of involvement, distaste or boredom with it? What was the behavior?

Poor class attendance. Specify: \_\_\_\_\_

Lack of class participation. Specify: \_\_\_\_\_

Did not take the final examination

Did not complete final paper(s)

Did not complete assignments. Specify: \_\_\_\_\_

Completed assignments after deadlines

Stopped attending course. Approx last date of last attendance: \_\_\_\_\_

Grade student would have received had he/she completed the course with the same quality of work as submitted before he/she stopped attending \_\_\_\_\_

Other (please specify): \_\_\_\_\_

PERSONAL PROBLEMS

Personal problems hindered progress.

Medical problems hindered progress.

Other (please specify):

COMMENTS: (Please give as much detail as possible, including quiz, exam and/or paper grades during the semester.)