



HOBART AND WILLIAM SMITH  
COLLEGES

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:

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 the 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\_\_\_\_\_