



DEPARTMENT OF SPANISH AND PORTUGUESE

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SCHOOL OF HUMANITIES
OFFICE OF UNDERGRADUATE STUDY

Deficient Student Report

Instructor: Please, submit reports for all students in your class who receive grades of **D, F, NP, Incomplete** and **NR**. Be as specific as possible as your comments will be valuable to the Dean's Office when decisions must be made about probation and dismissals. Forward all reports to Cathy Smith in the Undergraduate Dean's Office when final grades are submitted each quarter. Thank you.

Course Code#: _____

Student's Name: _____ Student's ID#: _____
(Last) (First) (M.I.)

Student's Major: _____
*(This is a **REQUIRED** field. Please refer to your **COURSE ROSTER**.)*

Course: _____ Quarter: F ___ W ___ S ___ 20__

Course Grade: _____ Attendance (approx.): _____%

What basic weaknesses has this student displayed in your course?

- | | |
|---|---|
| <input type="checkbox"/> Missed too many class meetings | <input type="checkbox"/> Composition/writing difficulties |
| <input type="checkbox"/> Did not participate in class | <input type="checkbox"/> Reading difficulties |
| <input type="checkbox"/> Handed in work late | <input type="checkbox"/> Insufficient prerequisites |
| <input type="checkbox"/> Did not work enough (explain) | <input type="checkbox"/> Poor attitude (explain) |
| <input type="checkbox"/> Other _____ | |

Has the student been to see you about the situation? ___ YES ___ NO

COMMENTS:

Instructor's Signature

Date