

GREEN SHEET

OFFICE OF THE REGISTRAR

It is crucial for faculty to provide information to the Committee on Academic Standards and Policies concerning the reasons for a student's low grade in order for the Committee to make a fair and reasonable decision on the student's future at Hood. This form is to be filed with the Registrar's Office for any student who receives a low grade (C-, D+, D-, F, Unsatisfactory), Incomplete, or No Report (Z) at the end of the semester, or whose record is being reviewed to consider the student's retention or dismissal.

NAME OF STUDENT: \_\_\_\_\_

FINAL GRADE: \_\_\_\_\_

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

COURSE: \_\_\_\_\_

Please indicate:	Problematic	Not Problematic	Not Applicable
Class participation			
Performance on quizzes/exams			
Completion of assigned work			
Ability to do the work in this course			
Interest in this course			

Please comment on this student's attendance, including the approximate number of unexcused absences.

Do you believe this student has the potential to be successful at Hood and should be retained?

YES NO

If no, why?

Do you recommend referral to a support service? Academic Services, Wellness Center, etc.?

If so, which one?

Comments: Please provide additional information on your assessment of this student by commenting on both positive and negative aspects of performance, response to criticism, study habits, interest in school, etc. Also, include here any special circumstances (such as health or personal problems) known to you.

\_\_\_\_\_  
Signature of Instructor/Adviser

\_\_\_\_\_  
Date