

Student Name	ID Number	Course/Section
		SPRING 2026
Instructor Name		Semester

Has the student completed at least 75% of the work? YES NO

Is the student able to complete the missing work by the deadline of **September 21, 2026**? YES NO

Comments:

Instructions to Student:

List of remaining assignments for student to complete:

If the above work is not completed and submitted to the instructor by **September 18, 2026**, the grade to be recorded by the Registrar is _____. A grade is due to the Office of the Registrar by **September 21, 2026**. The incomplete deadlines are university policy and not subject to change.

Instructor's Signature

Date

Student's Signature

Date

To be completed when final grade is given

Final Grade

Instructor's Signature

Date

REGISTRAR USE ONLY

Old GPA: _____ New GPA: _____ FGID: _____ Date: _____

PL DL AP AD GS

Instructor **MUST** return the completed form to the Office of the Registrar Wickes Hall 151 registrar@svsu.edu