Fall 2026 Incomplete Contract
Office of the Registrar

registrar@svsu.edu • 989-964-4085
Wickes Hall 151

Student Name _____ ID Number _____ Course/Section _____

Instructor Name _____

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 **February 8, 2027**? ☐ 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 **February 5, 2027**, the grade to be recorded by the Registrar is _____. A grade is due to the Office of the Registrar by **February 8, 2027**. 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