
 Student Name

 Student I.D. Number

 Department/Course

 Section Number

 Line Number

Fall 2025

 Semester/Year

 Credits

 Title

Instructions to Student:

If the above work is not completed and submitted to the instructor by **February 6, 2026**, the grade to be recorded by the Registrar is _____. A grade is due to the Office of the Registrar by **February 9, 2026**. The incomplete deadlines are university policy and are 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: _____

FGID: _____ Init Date

New GPA: _____

PL DL AP AD GS

Instructor **MUST** return the completed form to Office of the Registrar, Wickes Hall 151