



Incomplete Grade Notice

To: _____
(Student Name)

Date: _____

From: _____
(Instructor Name)

Course Title: _____

Course Dates: _____

You have earned an Incomplete in this course. In order to receive a grade and credit for this course, the following item(s) are due:

<u>Item</u>	<u>Percentage/Points</u>
_____	_____
_____	_____
_____	_____
_____	_____

Items listed above must be submitted to the instructor by: _____

If these items are not received by the due date, your grade will reflect the points earned cumulatively with incomplete items calculated as zeros per TCSJ Grade Policy – Incomplete.

Directions to Course Instructor:

Please fill out this form to award an I (Incomplete) and send to the student before grades are posted for the class. Return a copy of this form to the Program Administrative Assistant with your grade packet.