

The University of Tulsa
Record of Incomplete

This form must be turned in to the Associate Dean when an “Incomplete” is entered for any student. **The entry of an “Incomplete” and submission of this form is required before the end of the grading period.** The instructor is responsible for retaining one copy, for providing the student with a copy, and for providing one copy for filing in the student’s academic file in the Office of the Dean.

Student Name

Student ID Number

Department

Course Number/Section, Term/ Year

Reasons for Incomplete:

Work Required to Remove the Incomplete:

This work must be completed by:

Date

APPROVALS

Instructor’s Name (PRINT)

Instructor’s Signature

Associate Dean/Dean’s Name (PRINT)

Associate Dean/Dean’s Signature

If not removed within one year of the **end of the grading period for the semester in which the above course was begun**, the “I” grade will be changed to either an “F” or a grade otherwise consistent with the student’s level of work during the term of the course, factoring in the student’s failure to complete all course requirements.