

UNIVERSITY OF DALLAS

Satish & Yasmin Gupta College of Business

**FORM
120**

**INCOMPLETE
GRADE
CONTRACT**

1845 E. Northgate Drive
Irving, TX 75062
Phone: 972-721-5337

STUDENT AND COURSE INFORMATION:

Student Name: _____
(Last) (First) (Middle)

Student ID Number : _____ Professor: _____

Incomplete Grade Contract Effective Term: Fall Spring Summer Year: _____

Course Number: _____ CRN: _____
(Prefix-Course Number-Section – Example: BUAD 6300 010)

Reason for Change Request: _____

COMPLETED ASSIGNMENTS:

To be eligible for an incomplete grade contract, previous work must have been completed with grades earned. The following lists work completed and grades earned:

- Completion of project with a grade of _____.
Description: _____
- Completion of examination.
Exam number _____ Grade _____ Topic _____
Exam number _____ Grade _____ Topic _____
Exam number _____ Grade _____ Topic _____
- Others (please specify) _____

REQUIRED ASSIGNMENTS:

The following must be completed by __/__/__. If the assignments are not completed by the deadline, the default grade of I/___ will be assigned. All assignments must be submitted and graded by the professor awarding the incomplete grade.

- Completion of project.
Project Description: _____
- Completion of examination.
Exam number _____ Topic _____
- Others (please specify) _____

SIGNATURES AND APPROVALS:

- I understand a default grade of ___ will be assigned if incomplete assignments are not submitted according to contract.
 - I understand that additional fees may be required if online course participation is required.
 - I understand the terms of this contract and agree to abide by the terms of this contract.
- Student Signature: _____ Date: _____
- Supervising Faculty Signature: _____ Date: _____

All Incomplete Grade Contracts must be approved by the Office of the Dean.

Dean's Approval: _____ Date: _____