



University of Dallas  
Office of the Registrar

## Incomplete Grade Contract Instructions

1. Fill out student and course information section.
2. With the course instructor, fill out completed assignments and required assignments sections.
3. Select appropriate boxes in signatures and approvals section.
4. Sign and date
5. Have instructor sign and date.
6. Submit completed form to the Registrar's Office. If you cannot bring the form to the office, you can mail, fax, or email. Please make sure entire form is complete before submitting.
7. The Registrar's Office will submit the form to the correct Dean's Office for approval.

---

Office of the Registrar  
Cardinal Farrell Hall, Ste. 180  
1845 E. Northgate Dr.  
Irving, TX 75062  
P: 972-721-5221  
F: 972-721-5132  
Email: registrar@udallas.edu



STUDENT AND COURSE INFORMATION:	
Student Name: _____	_____
(Last)	(First) (Middle)
Student ID Number : _____	Professor: _____
Incomplete Grade Contract Effective Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	
Course Number: _____	CRN: _____
(Prefix-Course Number-Section – Example: BUAD 6300 010)	
Reason for Request: _____	
_____	
COMPLETED ASSIGNMENTS:	
Has the student fulfilled enough work in the course to merit an Incomplete grade?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
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. Assignments must be submitted and graded by the professor awarding the incomplete grade.	
<input type="checkbox"/> Required Assignments (please specify – exams/quizzes/papers/projects)	
_____	
_____	
_____	
_____	
_____	
SIGNATURES AND APPROVALS:	
<input type="checkbox"/> I understand a default grade of ____ will be assigned if incomplete assignments are not submitted according to the contract.	
<input type="checkbox"/> I understand the terms of this contract and agree to abide by the terms of this contract.	
Student Signature: _____	Date: _____
Supervising Faculty Signature: _____	Date: _____
Incomplete Grade Contracts approved by the appropriate Office of the Dean are on file with the Office of the Registrar.	
Dean's Office: _____	Date: _____
<input type="checkbox"/> Constantin College	
<input type="checkbox"/> Satish & Yasmin Gupta College of Business	
<input type="checkbox"/> Braniff Graduate School of Liberal Arts	
<input type="checkbox"/> Ann & Joe O. Neuhoff School of Ministry	