



INCOMPLETE GRADE AGREEMENT (IGA)

Original to be kept in the academic department

INSTRUCTIONS (for Instructor)

1. Complete and sign the form
2. Distribution:
 - Academic Department [original]
 - Student [copy]
 - Instructor [copy]
3. To provide extended access to your Canvas course space to accommodate completion, email ats.aoi@wsu.edu and include: *student name, WSU SID, course prefix, number, section, course number (SLN), and course space closure date.*
4. Once coursework is complete, a final grade must be submitted to replace the 'I' grade via the [Request Grade Update \(RGU\) Form](#).

IMPORTANT

- Students who receive an 'I' grade have until the end of the ensuing year to complete the course. You may specify a shorter completion interval (Academic Regulation 90h).
- To request a **shorter completion interval**, email the [Registrar's Office](#) the completed form with the *specific completion date*.

For reasons beyond his/her control, the student listed below is unable to complete the required work to receive a grade in this course. I have submitted a final grade of 'Incomplete'.

Submitting an 'I' grade will result in the following:

1. The 'I' grade will remain on the student's transcript for one academic year (i.e., if an 'I' grade is given in the fall, the work must be completed prior to the grading deadline for the next fall semester), UNLESS a shorter interval (specific date) is given (see above).
2. If the coursework is not completed within the specific time, the 'I' is changed to an F.
3. Instructors are required to submit an **Incomplete Grade Agreement (IGA)** to the academic departmental office for every 'I' given and must specify conditions and requirements for completion, as well as any time limitations less than one year.
4. The 'I' grade must be completed and final grade posted to the official transcript before any degree will be conferred. (Academic Regulations 114-117).

Please Print

Student's Name _____ WSU ID _____
Last First Middle Initial

Course _____ Semester _____ Year _____
Prefix Number Section Number Course Number (SLN) Credit(s)

Instructor's reason for submitting incomplete 'I' grade:

Remaining work to be completed for student to receive a grade:

Deadline for work to be completed (less than one academic year) (MM/DD/YYYY) _____

Instructor's Signature Date

Student's Signature Date