

**WASHINGTON STATE UNIVERSITY**  
**INCOMPLETE GRADE AGREEMENT (IGA)**

*More information:* [Final Grades | Registration & Enrollment 411 \(wsu.edu\)](#) | Other Grade Options: Incomplete Grades

For reasons beyond the student's control, the student listed below is unable to complete the required work to receive a grade in the course. I have submitted a final grade of 'I' in myWSU.

**STUDENT INFORMATION**

Name (Last, First) \_\_\_\_\_

WSU ID \_\_\_\_\_

**COURSE INFORMATION**

Course Prefix \_\_\_\_\_ Number \_\_\_\_\_ Section Number \_\_\_\_\_ Course Number (SLN) \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Campus where course is taught \_\_\_\_\_

Instructor's reason for submitting 'I' grade:

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

Deadline for coursework to be completed (less than one academic year) (MM/DD/YYYY) \_\_\_\_\_

I understand:

- The 'I' grade will remain on the student 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.
- If the coursework is not completed within the specific time, the 'I' is changed to an F.
- The 'I' grade must be completed, and final grade posted to the official transcript before any degree will be conferred. (Academic Regulations 114-117).

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Distribution

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- Student [Copy]
- Instructor [Copy]