INSTRUCTOR'S INCOMPLETE GRADE AGREEMENT

Instructions for Use: This agreement must be filled out and signed by the instructor when an incomplete "I" grade is submitted. The department will make copies and distribute as follows:

1. Original filed with the department
2. A copy for the student
3. A copy for the instructor's records
4. If a shorter interval is being given to complete the work, a separate memo must be sent to the Registrar's Office with the specified date.
5. A final grade to replace the 'I' must be submitted on a supplemental grade form.

For reasons beyond his/her control, the student listed below is unable to finish the required work to receive a grade in this course and I have submitted an 'I' grade for the final grade in the class.

Important: Submitting an 'Incomplete' 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 specified date is given to the Registrar's Office on your campus.
2. If the incomplete is not made up during the specified time, the 'I' is changed to an F.
3. Faculty are required to submit an Incomplete Grade Agreement (IGA) to the departmental office with every 'I' given and must specify conditions and requirements for completing the incomplete, as well as any time limitations less than one year.
4. The 'I' grade must be completed and the grade posted to the official transcript before an undergraduate or professional degree can be conferred. (See Rule 90.)

Please Print

Student's Name _____ I.D. _____
Last First Middle

Course _____ Semester_____ Year _____
Prefix Number Section Number Credit

Instructor's Reason for Submitting Incomplete "I" Grade

_____

_____

_____

Remaining Work to be Completed for Student to Receive a Grade

_____

_____

Instructor's Deadline for Work to be Completed, if Less than an Academic Year: _____
Month Day Year

*(IMPORTANT: To record this specified date for action, please send a **separate** memo to the Registrar's Office or Student Affairs Office on your campus.)*

_____ _____
Instructor's Signature Date

_____ _____
Student's Signature Date

Washington State University
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