Incomplete Grades

The grade *Incomplete (I)* is given only under special circumstances, such as illness or other unforeseeable circumstances that can be verified, providing that the student’s work in the course was of passing quality. An *I* grade may be given upon recommendation of the professor with the permission of the appropriate academic dean. To obtain an *Incomplete*, the student must fill out the official Incomplete Form (http://www.apu.edu/onestop/academic/incompletgrades) available from One Stop | Undergraduate Enrollment Services Center. The filing deadline for the form is the last day of finals. An *Incomplete* may be granted for up to 12 weeks from date of issue; petition for extension beyond the 12 weeks will be subject to review by the faculty member and the appropriate academic dean. An *Incomplete* grade submitted without the Incomplete Form or not made up within the allotted period will automatically become an *F*. An *IN* grade reflects an *Incomplete* with no filed paperwork at the time grades were issued.