Incomplete Grades

The grade *Incomplete* (*I*) is given only under special circumstances. 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. 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.