

**REQUEST FOR SPECIAL CONSIDERATION  
IN-PROGRESS GRADE FOR GRADUATE THESIS**

**ALASKA PACIFIC  
UNIVERSITY**

NAME OF STUDENT \_\_\_\_\_

SSN \_\_\_\_\_ APU ID # \_\_\_\_\_ Degree Program \_\_\_\_\_

Thesis Course # \_\_\_\_\_  
(Prefix and #) (Title)

Reason for Extension \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

(To be completed by Thesis Committee Chair) **Recommended Extension Deadline:**   
(Date work must be completed and submitted to Committee Chair)

*This is to certify that the student named above is making satisfactory progress on his/her thesis and that an extension until the time indicated above is recommended. I understand that I have two weeks after the above date to submit a grade. Having agreed to grant the in-progress, I am obligated to review material turned in by the deadline and to submit the grade to the Registrar on time.*

When entering IP grades online, enter this expiration date. ▶ ▶ ▶ ▶ **Expiration Date:**   
(Grade automatically becomes an "F" if final grade is not submitted by the expiration date.)

Signature of Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Signature of Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

***This request is approved:***

Signature of Academic Dean \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY REGISTRAR'S OFFICE STAFF**

Student is enrolled for at least three semester hours for the extension period noted above.  Yes  No

Student is to be assessed an extension fee equal to one semester hour of Graduate Credit.  Yes  No

Signature of Registrar's Office Staff Member \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY BUSINESS OFFICE STAFF (only if fee is assessed)**

\$ \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date \_\_\_\_\_ Initial \_\_\_\_\_

Form distribution: Original to Registrar, Copies to: Student, Thesis Committee Chair, Student Advisor, Business Office (when appropriate)

\*Change effective May 1, 2005; Graduate fee effective per 1999-2000 catalog