

# REQUEST FOR SPECIAL CONSIDERATION INCOMPLETE GRADE

# ALASKA PACIFIC UNIVERSITY

FROM: \_\_\_\_\_  
Name of Student (please print)

Registrar's Use Only:  Approved  
Date: \_\_\_\_\_ Initials: \_\_\_\_\_

I request that an **INCOMPLETE GRADE** be granted in the following course:

_____		_____	
Course #	Section #	Course Title	Name of Instructor
_____	_____	_____	_____
Sem. Hrs. Credit	Term of Registration	Official Ending Date (last day of term of registration)	

REASONS FOR THIS REQUEST & SUPPORTING FACTS: (see policy statement below)

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I have read and understand the incomplete policy statement (printed below).  
I understand that I have until \_\_\_\_\_ to complete and submit the work to the instructor for the above course.

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

REQUIRED APPROVALS: (COLLECT THEM ALL!)

*I have two weeks after above date to submit a grade. The instructor is obligated to review material turned in by the deadline, and to submit the grade to the Registrar on time.*

When entering I 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 Instructor	Date
Signature of Academic Advisor	Date
Signature of Program Chair	Date
Signature of Academic Dean	Date

**OFFICIAL INCOMPLETE POLICY STATEMENT:**  
\*\*An instructor may give a grade of "I" to a student only when all the following conditions have been met:

1. The student has completed the majority of the work in the class and has at least a "C" (2.00) average ["B" (3.00) for graduates], and
2. The student cannot complete the work by the end of the term of enrollment for reasons beyond the student's control (e.g. sudden illness or accident or being sent out of town unexpectedly by an employer).

The student (or advisor upon the request of the student) obtains from the Registrar and completes a Request for an Incomplete Grade form. **Requests for incomplete grades must be approved and turned in to the Registrar no later than the last day of the course as determined by the syllabus.** Final approval from the Academic Dean is required, but approvals must be obtained first from the instructor of the course, the student's advisor, and the Department Chair or Graduate Program Director.

If these two conditions are met, the time allowed for completion and submission of the incomplete work to the instructor should be based on the reason for the incomplete grade (i.e., time lost as per #2 above) and the amount of time normally necessary to complete the remaining required work, but under no circumstances should it exceed one semester. The instructor then has two weeks from the assigned completion date to submit a final grade to the Registrar. (The instructor, having agreed to grant the incomplete is obligated to review material turned in by the deadline, and to submit the grade to the Registrar on time.) An incomplete grade, when NOT made up by the deadline, and/or NOT received from the instructor, becomes an "F" grade.