

Purpose: Students can request to receive an Incomplete grade in a course due to unforeseeable, emergency, and justifiable reasons at the end of the term. The student will have 1 year to complete the missing course requirements.

Pursuant to Section 55023 of Title 5, the procedures for Incomplete (I) grade are as follows:

- The "I" grade may be assigned for incomplete academic work due to unforeseeable, emergency, and justifiable reasons at the end of the term.
- The conditions for removal of the "I" shall be stated in a written record, which shall also contain the grade to be assigned in lieu of the "I".
- The "I" grade shall not be used in calculating units attempted or grade points.
- A final grade shall be assigned when the stipulated work has been completed and evaluated, or when the time limit for completing the work has passed.
- The "I" must be made up no later than one (1) year following the end of the term in which it was assigned.
- During the one-year period that the "I" grade is in effect, the student must not register in the class for a second time. All missing work must be completed with the instructor following the conditions stated on this form.

Instructions:

Complete the Record of Incomplete "I" Grade Form and provide to the instructor to request permission to receive the grade "I" (Incomplete).

Submit to the Records Office records@palomar.edu | Student Services Center 1140 West Mission Road San Marcos, CA 92069

Section A: Student and Course Information

A. Student's Name - Last, First, MI		B. Palomar ID Number
C. Telephone	D. E-Mail Address	E. Date of Birth
F. Mailing Address		
Requested For: Semester/Year: <input type="checkbox"/> Summer _____ <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ <div style="text-align: center;">(Year) (Year) (Year)</div>		
Course (e.g., MATH 120)	Class # (5-Digits)	Instructor Name

Student Signature*

Date

**Required unless extenuating circumstances prohibit it. Student awareness of and agreement to conditions is implied.*

Section B: Conditions and Approval (Completed ONLY by faculty)

Reason(s) for "I" grade (extenuating circumstances):

Conditions for removal of "I" grade (missing work/assignments to be completed by student):

The assignment of a final grade upon completion of the missing work is made on a Grade Change Form (available through Faculty MyPalomar). The following grade will be assigned if the above work is NOT completed within one (1) year following the end of the term in which the "I" grade is assigned. This grade must be other than a "W". **Grade to be assigned if work is NOT completed** _____

Instructor Signature

Date