



**Title 5 - California Administrative Code Regulations Governing the "I" Symbol**

- 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 below.

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**Student and Class Information**

Palomar ID # \_\_\_\_\_ Semester and Year \_\_\_\_\_

Name *(Last, First, MI)* \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Class # *(e.g. 70125)* \_\_\_\_\_ Subject & Catalog # \_\_\_\_\_

Instructor Name *(printed)* \_\_\_\_\_

Student's Signature \* \_\_\_\_\_

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

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**Conditions and Approval**

Reason(s) for "I" grade *(extenuating circumstances)* \_\_\_\_\_

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

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\_\_\_\_\_

\_\_\_\_\_

The assignment of a final grade upon completion of the missing work is made on a Grade Change Form (available through Faculty eServices).

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's Signature \_\_\_\_\_