

UNIVERSITY OF PITTSBURGH
School of Health & Rehabilitation Sciences
COMPLETION AGREEMENT OF "G" GRADE

A student should not request or be given a "G" grade if, in actuality, they need to repeat the course.

This form must be submitted to the SHRS Registrar by the add/drop deadline of the next consecutive term, or the Registrar will request that the instructor changes the G grade to the grade earned.

The "G" must be completed no later than one year after the term or summer session in which the class was taken or by the Date of Completion set in agreement between the student and your instructor.

First & Last Name:

of Credits:

Pitt Email:

Department:

PeopleSoft ID (7 digits):

**Term or Summer
Session Taken:**

Subject code & catalog #(4 digits):

Class # (5 digits):

Instructor Name:

Date of Completion (agreed upon with Instructor) or 1 year deadline:

Completing the work by the Date of Completion:

- When the work is completed, the instructor will enter an online grade change to update the grade on the student record.

Not completing the work by the Date of Completion:

- If the Date of Completion agreed upon is prior to the one-year deadline and the work is NOT completed by that date, the instructor reserves the right to change the grade to the grade earned.
 - If the grade earned is a failing grade the student will be required to re-register for the course if it is needed to fulfill requirements for graduation.
- If the Date of Completion is the one-year deadline and the work is NOT completed by that date, the G grade will automatically change to NG and will no longer appear as "in progress" on a student record.
 - The NG grade will remain on the record and the student will be required to re-register for the course if it is needed to fulfill requirements for graduation.

If you are receiving a G grade for a medical reason: a copy of a Dr.'s note needs to be submitted along with this form to the SHRS Registrar. The student will also need to provide a note to the SHRS Registrar to return.

Objectives for Completion: (Submit a separate page if you need more space)

Student's Signature

Date

Instructor's Signature

Date

Advisor's Signature

Date

The completed form needs to be emailed to the SHRS Registrar, Kellie Beach at kbeach@pitt.edu, before the add/drop deadline of the next consecutive term.