

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

Name: _____

Pitt Email: _____

PeopleSoft ID (7 digits): _____

SHRS Program (Circle one)

Grad level - CSD HIM OT PT RST RC P&O PAS SMN PHD

Undergrad level - CSD EM HIM AT CDN Rehab-Sci

Class Subject & Number: _____ Catalog (section) Number: _____

Credits: _____ Term Taken: _____

Instructor: _____ Expected Date of Completion: _____

The "G" must be completed no later than one year after the term or session in which the class was taken.

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

Once the 1 year deadline has passed, 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.

For a G grade for a medical reason, a copy of a Dr.'s note should be attached to the form, when it is turned into student services and a note to return to class should be provided to Student Services.

Objectives for Completion: Write objectives on back of form or attach additional pages.

Student's Signature _____ Date _____

Instructor's Signature _____ Date _____

Advisor's Signature _____ Date _____

Four (4) completed and signed copies of this form are needed: One for the student, instructor and advisor. The 4th copy should be submitted to the SHRS Registrar's office, 4019 Forbes Tower, **no later than the end of the add/drop period for the current semester.** These two conditions will cause a student to receive a failing grade from the instructor or receive an NG Grade automatically from the PS System: (1) The student/instructor fails to submit the forms to Student Services before the end of the add/drop period of the following term. (2) The student fails to complete the work for the incomplete by the end of the next consecutive semester or the one-year deadline for the G grade.

Student Services use only

Grade Change Completed On: _____