

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

**First & Last Name:**

**Pitt Email:**

**PeopleSoft ID (7 digits):**

**Department:**

**Subject code & catalog #(4 digits):**

**Term Taken:**

**Class # (5 digits):**

**# of Credits:**

**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.

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:**

**After everyone signs the completed form needs to be emailed to the SHRS Registrar, Kellie Beach at [kbeach@pitt.edu](mailto:kbeach@pitt.edu), before the add/drop deadline of the next consecutive term.**

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Student's Signature

Date

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Instructor's Signature

Date

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Advisor's Signature

Date

These two conditions will cause a student to receive a failing grade from the instructor or receive an NG Grade:

(1) The student/instructor fails to submit the forms to the Registrar by the add/drop deadline of the next consecutive term.

(2) The student fails to complete the course work by the one-year deadline for the G grade. After 1 year the grade will automatically change to an NG (No grade)

\*Student Services use only\*

Grade Change Completed On: \_\_\_\_\_