“G” Grade Student-Instructor Contract

“G” grades may be given when class work is unfinished because of extenuating personal circumstances that are beyond one’s control like major illness, injury, or family issues such as birth or death. The “G” grade may be assigned if the above conditions are met and the student has been making steady and satisfactory progress in the course (met the “G” grade requirements as listed in the syllabus), and the instructor believes that additional time to complete the course is warranted. Students should be able to provide evidence/documentation to substantiate their request. If a "G" grade is granted, students are instructed in writing to complete some clearly defined work (e.g. a final examination paper, etc.) within a specified period of time. The "G" must be completed no later than one year after the term or session in which the class was taken. Summer counts as a term.

See Academic Regulations: G Grade Deadline and Grading System

This form is a contract between the instructor and the student. It should be prepared thoughtfully, recognizing one’s time constraints as well as the length of the extension granted by the instructor. If students fail to meet the terms of this contract, it may result in the denial of further extension and having to repeat the course if it is needed to fulfill requirements for graduation.

Term (check one): □ Fall □ Spring □ Summer Year: ______

Subject: ___________ Catalog Nbr: _________ Class Nbr: ___________

Course Title: _______________________________________________________

Instructor: _________________________________________________________

Assignment(s) to Complete Date Exam(s) to Complete Date

(Use additional page if necessary)

Letter Grade to assign if the Assignment(s) are not completed by the agreed completion date(s): __________

Student Name: ________________________ PeopleSoft ID: _____________

Day Phone: ________________________ Evening/Cell Phone: ___________

Campus E-mail: ________________________ Advisor: ________________________

Student Signature: ________________________ Date: _____________

Instructor Signature: ________________________ Date: _____________

Instructor Comments:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Submit a copy of the signed G-Grade contract to Registrar’s Office at upreg@pitt.edu.