



“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: _____@pitt.edu Advisor: _____

Student Signature: _____ Date: _____

(print name)

Instructor Signature: _____ Date: _____

(print name)

Instructor Comments:

Submit a copy of the signed G-Grade contract to Registrar's Office at upjreg@pitt.edu no later than the Friday of final exam week for that semester.