



University of
Pittsburgh

Graduate School of Public
and International Affairs

Incomplete (G) Grade Agreement Form

The G (incomplete) grade is a temporary grade used when extenuating circumstances (such as illness on the day of the final exam) prevent a student from finishing a class on time. It represents a contract between the faculty member and the student to continue working together after the end of the semester to finish any incomplete course requirements.

If a student wishes to request a G grade, the student should submit the request directly to the faculty member before the end of the semester.

Faculty may choose to give a G grade (or not) at their sole discretion. If a faculty member approves a student's request for a G grade, both must complete and sign this form and submit a copy to the GSPIA Student Services Office.

Student's Name

Instructor's Name

Course Number/Title

Remaining assignment(s) to be completed:

Student's deadline to complete above assignment(s)

(Note: It strongly recommended that the deadline be no more than two weeks after the end of the semester. The maximum allowable length of time is one year.)

Grade the student will receive if the above assignment(s) are **not** submitted on time

Signatures:

Student

Instructor

Date

Date