



University of
Pittsburgh®

School of Public and
International Affairs

(G) Grade or (I) Grade Agreement Form

The G 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. An I grade is a temporary grade issued in the case of ongoing study such as incomplete research or individual guidance classes. Both grades represent a contract between the faculty member and the student to continue working together after the end of the term to finish any incomplete course requirements.

Ideally, a student should be assigned the earned grade at the end of the term. A G or an I grade should be used only if a timeline plan to complete the course is in place.

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

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

If the instructor does not submit a change of grade request, the G or I grade remains on the transcript for three terms (including the term it was assigned) and then automatically reverts to an NG grade. If the student graduates in the time period, the student will not be able to receive their diploma until the grade hold is lifted.

As of September 2024, University policy states that all graduating students must have final grades in all courses in order to receive their diploma. They will still award degrees but will place diploma holds on any graduate missing final grades. G & I grades are not considered final grades. Only NG, Audit and Letter Grades (A-F) are considered final grades.

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-three weeks after the end of the term. 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