

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE  
UNDERGRADUATE AND GRADUATE PROGRAMS

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**TITLE OF POLICY:** "G" GRADES  
**ORIGINAL DATE:** SEPTEMBER 1994  
**LAST REVIEWED/REVISED:** APRIL 2017

**POLICY:** The incomplete "G" grade may be given at the option of the faculty member when, because of seriously extenuating circumstances, the student is unable to complete the work of a course.

[University policy 09-01.05](#) requires "G" grade course requirements to be completed no later than the year after the term or session in which the course was taken. After the deadline has passed, the student is required to re-register for the course if it is needed to fulfill requirements for graduation.

If the "G" grade is in a course that is prerequisite for a subsequent clinical course, the "G" grade must be made up before the end of the drop/add period or the student cannot continue in the subsequent clinical course.

When a grade of "G" is received for a course taken in another school of the University, the student must remove the grade according to the policy of that particular school.

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**PROCEDURE:** To remove the "G" grade, the faculty member responsible for the grade completes a Grade Change Authorization form and forwards it to Student Affairs and Alumni Relations.

If extenuating circumstances prohibit a student from completing the course work within the extended time period, the primary instructor of the course should notify the Associate Dean of SAAR or designee.

Extenuating circumstances are defined as:

- a. Illness or injury
- b. Death in the family
- c. Critical illness in the family
- d. Other situations at the discretion of the Dean or appropriate Associate Deans