

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING  
ACADEMIC POLICIES AND PROCEDURES FOR THE  
UNDERGRADUATE AND GRADUATE PROGRAMS**

---

**TITLE OF POLICY:** "G" GRADES

**ORIGINAL DATE:** SEPTEMBER 1994

**LAST REVIEWED/REVISED:** APRIL 2023

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

When the student receives a G grade, course requirements must be completed no later than the year after the term or session in which the course was taken.

Once the deadline has passed, the G grade will automatically change to NG and will no longer appear as "in progress" on a student record. The NG grade will remain on the record and the student will be 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 within the time frame specified by the faculty member teaching the subsequent clinical course in consultation with the faculty teaching the course in which the G grade was assigned.

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.

---

**PROCEDURE:**

If the student completes course requirements within one year after the term or session in which the course was taken, the faculty member responsible for the course submits the online Grade Change Authorization (instructions are available online:

<https://www.registrar.pitt.edu/sites/default/files/pdf/Academic%20Center%20Grade%20Change%20Approval.pdf>

Approved by Faculty: 5/94, 11/18

Reviewed: 98-99, 04-05, 07-08, 10-11, 16-17, 18-19, 19/20, 22-23

Revised: 11/01, 04/08, 11/18, 04/20, 4/23