Sample Agreement to Complete a Course and Replace a Delayed Grade
University of Missouri – St. Louis

Delayed grades indicate that a portion of the required course work is incomplete, most likely due to illness, a family emergency, or the student being called to active duty. Typically, undergraduate students have one semester to complete course requirements; graduate students have two semesters to complete the necessary work. Assigning a delayed grade to a student who is called to active duty is an indication that (1) it is late in the semester and (2) the student has already completed a substantial portion of the course work. In this case, University policy allows the student to complete the coursework upon his/her return from active duty.

The arrangements for completing a delayed grade must be an agreement between the faculty member and the student. Document this in writing to avoid future misunderstandings, especially those that may occur if the instructor is no longer employed at UM-St. Louis. An instructor may require work to be completed earlier than the maximum time allowed by campus policy. A recommendation may be made for students called to active duty to re-enroll in the course without paying additional fees.

Student Name ______________________  Student Number____________________

Course Name__________________________________________________________

Curricular designation and number___________________  Semester______________

Instructor of record _____________________________________________________

Attach the course syllabus describing course requirements. Indicate the required work completed to date:

Indicate the outstanding work that remains to be submitted:

By what date must work be submitted in order to replace the delayed grade with a credit bearing grade (day/month/year)? ______________________. Describe the arrangements made to complete the course:

Faculty signature ______________________  Student signature____________________

E-mail address __________________________  E-mail address____________________

Office phone ____________________________  Phone contact ____________________

Date of agreement_______________________  Course Syllabus attached? ___yes ___ no

Department chair signature_______________________________________________

The student, the instructor, and the department office should keep a copy of this document.