

## 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.**