

## **RARSFA Committee Proposal for a Change in UMSL Delayed Grade Policy:**

The RARSFA Committee has been reviewing UMSL's Delayed Grade Policy, beginning last year and continuing throughout FS 22. We believe that a change to our current DL policy would be advantageous. The change we propose is that the current policy of granting undergraduate students one semester to correct a DL should be extended to two semesters.

This change would not only give students more time to complete the necessary work, but would also bring UMSL in line with every other UM school and St. Louis Community College. Currently, every other institution within the University of Missouri System allows a period of one calendar year from the date the grade was recorded for Undergraduate students to complete academic work associated with an Incomplete or Delayed Grade. (Please see Appendix A for policies at MU, UMKC, and Missouri S&T). In addition, other public institutions within Missouri also allow a one-year time frame for completing work before a student's Delayed or Incomplete grade will lapse to an F, most notably St. Louis Community College – a large feeder school for UMSL. Therefore, a majority of our students come from a background of receiving one calendar year before the Delayed Grade will lapse to an F. (See Appendix B). In addition, by aligning policies with the other schools in the UM System, students that utilize cross campus enrollment will experience less confusion regarding policy.

On average, 35% of UMSL Undergraduate Delayed Grades end up lapsing to an F. By extending the lapse period, UMSL would give students more time to complete the required work and potentially reduce the number of F grades recorded on student transcripts and grade distribution reports. In addition, the number of lapsed grades becoming F grades has downstream effects regarding academic analysis of average GPA for our students. The number of lapsed grades may also play a role in the number of students that are placed on probation or suspended, and professors will also have more time to complete grade changes for their students. Changing our current policy could therefore also help with overall retention and academic satisfactory progress statistics.

Considering that an average of 365 Delayed Grades are assigned to undergraduates in the Spring term and an average of 349 Delayed Grades are assigned to undergraduates in the Fall term, this change could potentially prevent an average of

over 100 additional F grades being recorded each semester for undergraduate students.

To better support our students through this change, the RARSFA Committee further advocates:

- 1) A communication strategy accompanying the implementation of this policy change for the Fall of 2023, including updating the bulletin and websites, providing announcements to the UMSL community through e-mail, and information sessions for advisors, faculty, and administrators.
- 2) A modification to MyView through People Soft UM System will be made through the UMSL Registrar's Office so that students would now be sent a copy of the specific requirements they need to complete the DL as recorded by the instructor at the time the DL is given. The Office of the Registrar will also provide increased tracking of Delayed Grades to instructors, and chairs each term so they can remind students of any DLs that need to be completed. These two steps should minimize the risk of students merely using the additional allotted time to procrastinate, jeopardizing sequential progression, and potentially delaying their graduation.
- 3) That the Registrar's Office also send a summary report to the student's advisor to help the student manage any DLs that the student should currently be working to resolve (no specific assignment information will be communicated with the advisor to avoid violating any FERPA regulations).

Thank you for your consideration,

Sincerely,

John McGrosso  
RARSFA Chair

Reviewed by

- RARSFA Committee Chair – John McGrosso
- Student Affairs Committee – Leigh Heisel
- Academic Advisory & Assessment Committee – Vanessa Loyd
- C&I – Michael Allison
- Steering Committee – Jon McGinnis

## Appendix A

### UMKC

<https://catalog.umkc.edu/undergraduate-academic-regulations-information/grading-options-auditing-courses/incomplete-grades/>

#### **Incomplete Grades**

An instructor may assign the grade of I (incomplete) to students who have been unable to complete the work of the course due to serious illness or reasons beyond their control. An incomplete grade is appropriate only when enough work in the course has been completed for students to finish the remaining work without re-enrolling in the course, attending additional classes, and no additional instruction is required from the instructor to complete coursework. The instructor and student must agree on remaining work and document the contract in the student file. Students should not re-enroll in a class for which they earned an incomplete. Students should not attend the course in a subsequent term in-person or virtually. **The work must be completed within one calendar year** or the incomplete grade will automatically lapse to an F. No exceptions or extensions to the one-year timeline will be granted. Students may not earn a degree or graduate with a UMKC incomplete on their transcript.

This policy is exclusive of Professional and some Graduate level courses which are considered directed individual studies, internships, special topics, practica, research and thesis, and dissertation courses. Because completion of such courses will quite often span several terms, incomplete grades assigned in such courses will not automatically lapse to an "F" grade after one calendar year, but will adhere to the completion period specified by the instructor.

### MU

<https://registrar.missouri.edu/policies-procedures/incomplete-grades/>

#### **Resolving an I Grade**

An undergraduate student who receives an I grade **must complete the course requirements either (1) within one year from the date it was recorded** (unless the course is numbered 4950-4959 or 4995), or (2) before the date of graduation, whichever comes first.

When an incomplete is satisfactorily resolved, the faculty member responsible for the grade change will notify the registrar of the revised grade. Otherwise, the registrar will remove the I and record a grade of F in classes graded A-F for a grade of U in classes graded S/U. Any student planning to graduate with an unresolved I grade should be aware that translation to an F could drop the GPA below requirements for graduation. As with any academic deficiency, the low GPA would delay the student's graduation until all requirements for graduation are met. When the incomplete work is accomplished, proper notification of the grade to be assigned will be provided to the University Registrar and the student.

### Missouri S&T

The purpose of the "I" grade is to allow a student to complete a course when, due to illness or unavoidable absence within the last four weeks (three weeks of classes plus finals weeks) of a fall or spring semester or within the last week and a half plus the final exam period of an eight-week summer session, he/she would otherwise be unable to do so. The intent is to provide a means for completing a course without having to retake the entire subject for lack of fulfillment of one or two requirements of the course.

For a complete explanation of grades and grading options refer to the Student Academic Regulations handbook at: <http://registrar.mst.edu/academicregs/index.html>.

The incomplete grade time limit change, effective Winter 2001, states students must complete the work in which they are deficient within **one calendar year** from the close of the semester in which the “I” grade was recorded. Incomplete grades recorded prior to Winter Semester 2001 will continue under the previous time limit.

## **Appendix B**

Missouri State University

*Op3.04-33 Incomplete Grade*

An "I" grade must be removed **within one calendar year** after it is received, or earlier as specified by the instructor, otherwise the "I" grade automatically becomes an "F" grade. An extension of the time limit to remove an "I" grade will be made only if a written request for such extension is submitted to the Office of the Registrar by the instructor. The student should make arrangements with the instructor or the department head for completion of the work. When the work is completed, the instructor will complete a Grade Change Authorization Form online or send a Form to the Office of the Registrar for processing. The grade may be changed from an "I" grade (or from an "F" grade if the automatic change has already occurred) to the appropriate grade earned.

St Louis Community College

<https://catalog.stlcc.edu/general-information/policies/enrollment-attendance/#:~:text=Upon%20satisfactory%20completion%20of%20all,on%20the%20student%27s%20academic%20record.>

I—Incomplete—This normally indicates students have completed a major portion of the work in a class and, for reasons approved by the instructor, are prevented from completing the amount of coursework required during the regular college term. Students must complete the coursework in the time frame established by the instructor, up to one calendar year, in order for the “I” to be changed to a letter grade. Student and instructor must enter into a written agreement describing the work to be completed, the grading criteria, and the time frame for completion. Upon satisfactory completion of all work by the student, the instructor will initiate an appropriate grade change.

**After one year**, if all requirements are not met, the “I” will change to a permanent grade of “F” on the student’s academic record.