

## **Delayed Grades**

*Please refer to the University of Missouri St. Louis Bulletin for more specific guidelines related to delayed grades.* 

### **Delayed Grade**

A student who is unable to complete course work at the end of any semester and who has, in the instructor's judgment, sufficient reasons for not completing the work, (such as serious illness or circumstances beyond the student's control), may with the approval of the instructor, be assigned a Delayed Grade, (DL). A Delayed 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. It is encouraged that the student completes the work as soon as possible, but if the Delayed Grade is not changed by the instructor, the Delayed Grade automatically becomes an F according to the timetable below. (Note: The dean may, in unusual circumstances, extend this time limitation).

If the DL grade is assigned during	Then it will lapse to an F at the end of
Fall	Next Fall
Spring	Next Spring
Summer	Next Spring

### **Delayed Grade Entry in MyView**

Delayed Grades are entered in the MyView Faculty Center grade roster. The following steps are required to complete grade entry.

Faculty are required to report a last date of academic activity when submitting a Delayed Grade due to Federal Financial Aid regulations. To assist the campuses and ensure the UM system is compliant, LDA will now be a required field in campus grade submissions for students who receive a delayed grade as well as F or FN

- 1. The imported grades will reflect an LDA date from Canvas if there is a participation date in Canvas that is required for a student. If the date needs to be changed, it can be modified in the event of Canvas not capturing academic activity performed in person.
- 2. When a DL is entered the *LDA* field will open and the last date of attendance will need to be entered, as shown below.

University of Missouri–St. Louis

1000	ulty Center									Grade Rost
avorit	tes Ma	in Menu >	Self Service >	Faculty	Center > My	Schedule				
2022 5	Spring Semes	ter   Eight Week	- First   Univ of Mi	ssouri - St	Louis   Undergra	duate				
•	Campus Main UMSL Campus ENGL 3120 - 009 (10298) Business Writing (Internet)				Ch	Change Class				
	Days and Tim	es F	toom	Ins	tructor	Dates				
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3. When the instructor chooses to assign a delayed grade, the **Incomplete Grade Agreement is required**. After all grades are entered and SAVED, the Incomplete Grade Agreement will open for each student that is receiving a DL grade assignment.



#### The Incomplete Grade Agreement has two fields of entry.

- Work to be completed Here the instructor enters information about missing coursework. When a "DL" grade is assigned, the faculty member should provide a brief statement of the reason for delaying the grade and an adequate guide for the removal of the "DL" grade.
- Reserve Grade
  - The *Reserve Grade* is a suggested final grade in the event of the departure or extended absence of the instructor from the campus. The reserve grade is only used in extenuating circumstances.
  - The *Reserve Grade* is the grade the student currently has earned.
  - *Reserve grade* is viewable in your Faculty Center when you click on the *"Incomplete Grade Agreement" link.*
  - The *Reserve Grade* is <u>not viewable to the student</u>. Only the information you enter about the missing course work is viewable to the student.
  - **Please note** The system will <u>not</u> assign the Reserve Grade when the Delayed Grade has lapsed. This is only for your reference in your final grade calculations.

# University of Missouri–St. Louis

If the instructor needs to view **Incomplete Grade Agreements** for a specific class at a later time they can access them in the Faculty center by course grade roster, and clicking Incomplete Grade Agreements, and the list will be pulled up, as shown below:

avorites Main Menu					
	> Self Service	Faculty Center	r > My Schedule		
Campus main omoc	. Campus (98)		Change Class		
Days and Times	Room	Instructor	Dates		
ТВА	Online	Prof. UM	SL 01/18/2022 - 03/12/2022		
Display Options			Grade Roster Action		
*Gri Display Unassigned Ro	ade Roster Type Fina oster Grade Only	al Grade 🗸	*Approval Status Not R	eviewed 💙	Sav
Incomplete Grade Agreeme	ents Get	Grades From Canva	s		
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## How to Change a Delayed Grade

(Please refer to the *Guide on Grade Change* on the Registration Website for all steps for online grade changes see the link below:

http://www.umsl.edu/registration/files/pdfs/Instructions/onlinegradchangelda. pdf

- Please be aware that the DL grade must be changed by the instructor when the course work is completed.
- The system does not assign the Reserve Grade. It is only for your reference in your grade calculations.
- The grade change must be done before the appropriate due date, or the DL (delayed) will lapse to F (failing).

### LDA and the Delayed Grade Change

As these Federal regulations have been in effect prior to the current term, the process of entering the Grade Change from DL to a passing grade for a previous term <u>may require additional steps.</u>

### As shown in the example below:

When entering an online grade change for one student when there are other Delayed Grade assignments on the same grade roster that <u>cannot yet be graded</u>, **you must enter the LDA for the remaining delayed grades** that are <u>not ready</u> to be graded. **This action is required in order for the grade change to successfully save.** 

Please notice when the Grade Change function is selected, the DL grades have caused the LDA date field to open.

	Sociological Theory (KSD)									
	Days and Times     Room       Th 12:30PM-1:45PM     Social       TBA     Online		n		Instructor			Dates		
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			Online			Rache	Rachel Craft			
	ID	Name		Enrollment	Grading	Basis	Official	Reason	Last date of acad acti	ivitv
				Status			Grade			
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2				Enrolled	Graded	I	A 🗸	Q		
3				Enrolled	Graded		A 🗸	Q		
4				Enrolled	Graded		С 🗸	Q		
5				Enrolled	Graded		A 🗸	C		
6				Enrolled	Graded		DL 🗸			(
7				Enrolled	Graded		C 🗸	0		
8	8			Enrolled	Graded		C- 🗸	C		
9				Enrolled	Graded		DL 🗸	Q		1



### If you fail to enter the LDA the following error message will occur when you submit:

Craft	an 08/23/2021 - 12/18/2021	
	Message	
micial	icia de	
1 .	Enter Last date of academic activity (LDA Date) for the student: 1 2). (2	1003,712)
	The assigned grade is a failing or incomplete/Delayed grade and it requires an LDA date. Enter a dat	e and try again.
•	Please note that the system highlighted LDA date field for all students that have an invalid value (i.e.:	LDA is needed but missing, LDA is needed but entered
•	blanked out).	ed for a rich anighter likeligede grade and siloud de
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Simply enter the end of term date only for the DL that cannot yet be graded.

For example:

Fall 23 end of term date is 12/16/23

Spring 24 end of term date is 5/11/24

Please refer to the link to Registrar's Semester Calendar below:

https://www.umsl.edu/registration/students/semester-calendars-important-dates.html

When those dates are entered, then it will allow you to **Submit** and **Save**.

6	Enrolled	Graded	DL V	Q 12/	18/22
7	Enrolled	Graded	<b>C v</b>	Q	
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9	Enrolled	Graded	A- 🗸	L.	
10	Enrolled	Graded	A 🕶	Q	
11	Enrolled	Graded	EXF	Q	
12	Enrolled	Graded	A 🖌	Q	
Return to Grade Roster					Submit
the second s					