

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.

2022 Spring Semester | Eight Week - First | Univ of Missouri - St. Louis | Undergraduate

Campus Main UMSL Campus Change Class

ENGL 3120 - 009 (10298)
Business Writing (Internet)

Days and Times	Room	Instructor	Dates
TBA	Online	Prof. UMSL	01/18/2022 - 03/12/2022

Display Options

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed Save

[Incomplete Grade Agreements](#)

[Get Grades From Canvas](#)

Personalize Find View All First 1-20 of 20 Last						
Student Grade						
	ID	Name	Roster Grade	Official Grade	Acad Plan	Level
<input type="checkbox"/>	12000000	Louie Triton	DL		Business Administration BSBA	Sophomore
<input type="checkbox"/>	12300000	Louis Tritons			Business Administration BSBA	Junior
<input type="checkbox"/>	10000000	Lou Tritones			Business Administration BSBA	Junior

- 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.

Incomplete Grade Agreements

2012 Fall Semester | Regular Academic Session | Univ of Missouri - St. Louis | Undergraduate

ENGL 3100 - 008 (11183)

Junior-Level Writing (RSD)

Incomplete Grade Agreements

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 (with a suggested final grade in the event of the departure or extended absence of the instructor from the campus).

12000000 Louie Triton

Reserve Grade

Work to be completed (CAUTION: the student will be able to view exactly what you enter)

SAVE

[Return to Grade Roster](#)

The student will be able to view the information you enter here.

The reserve grade is entered here and only viewable to the instructor.

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 not viewable to the student. Only the information you enter about the missing course work is viewable to the student.
 - **Please note** - The system will not assign the *Reserve Grade* when the *Delayed Grade* has lapsed. This is only for your reference in your final grade calculations.

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:

Faculty Center
Grade Roster

Favorites
Main Menu
Self Service
Faculty Center
My Schedule

Canvas
Change Class

ENGL 3120 - 009 (10298)
 Business Writing (Internet)

Days and Times	Room	Instructor	Dates
TBA	Online	Prof. UMSL	01/18/2022 - 03/12/2022

Display Options

*Grade Roster Type Final Grade

☐ Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed Save

Incomplete Grade Agreements
Get Grades From Canvas

Student Grade
Personalize | Find | View All | 1-20 of 20 | First | Last

	ID	Name	Roster Grade	Official Grade	Acad Plan	Level	Last Date of Acad Activity
<input type="checkbox"/>	11000000	Triton, Louise	▼		Business Administration BSBA	Sophomore	

Incomplete Grade Agreements

2022 Spring Semester | Eight Week - First | Univ of Missouri - St. Louis | Undergraduate

SOC 3291 - 002 (14456)

Current Issues in Sociology - Oral Hist Urb Cul St.Lou (Internet)

Incomplete Grade Agreements

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 (with a suggested final grade in the event of the departure or extended absence of the instructor from the campus).

12000000 Triton, Louie

Reserve Grade B

student will submit final assignment by the end of March. The assignment consists of conducting an oral history interview with a member of the Greek community of St.Louis.

Last Updated By

Prof. UMSL

3/15/2022

12300000 Tritons, Louis

Reserve Grade A

student will submit final assignment by the end of March. The assignment consists of conducting an oral history interview with a member of the Greek community of St.Louis.

Last Updated By

Prof. UMSL

3/15/2022

11000000 Tritones, Louise

Reserve Grade B+

student will submit final assignment by the end of March. The assignment consists of conducting an oral history interview with a member of the Greek community of St.Louis.

Last Updated By

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.ums1.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 may require additional steps.

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 cannot yet be graded, **you must enter the LDA for the remaining delayed grades** that are not ready to be graded. **This action is required in order for the grade change to successfully save.**

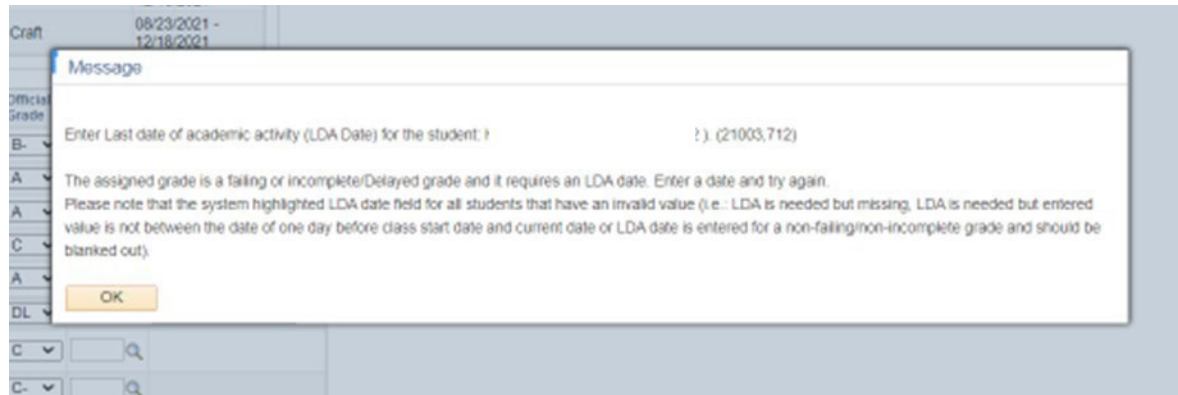
Please notice when the Grade Change function is selected, the DL grades have caused the LDA date field to open.

Sociological theory (RSU)

Days and Times	Room	Instructor	Dates
Th 12:30PM-1:45PM	Social Science Business -00132	Rachel Craft	08/23/2021 - 12/18/2021
TBA	Online	Rachel Craft	08/23/2021 - 12/18/2021

ID	Name	Enrollment Status	Grading Basis	Official Grade	Reason	Last date of acad activity
1		Enrolled	Graded	B- ▼	<input type="text"/>	
2		Enrolled	Graded	A ▼	<input type="text"/>	
3		Enrolled	Graded	A ▼	<input type="text"/>	
4		Enrolled	Graded	C ▼	<input type="text"/>	
5		Enrolled	Graded	A ▼	<input type="text"/>	
6		Enrolled	Graded	DL ▼	<input type="text"/>	<input type="text"/>
7		Enrolled	Graded	C ▼	<input type="text"/>	
8		Enrolled	Graded	C- ▼	<input type="text"/>	
9		Enrolled	Graded	DL ▼	<input type="text"/>	<input type="text"/>

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



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.ums1.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		12/18/22
7	Enrolled	Graded	C		
8	Enrolled	Graded	C-		
9	Enrolled	Graded	A-		
10	Enrolled	Graded	A		
11	Enrolled	Graded	EXF		
12	Enrolled	Graded	A		

Return to Grade Roster Submit