Delayed Grades

Please refer to the University of Missouri St. Louis Bulletin for more specific guidelines related to delayed grades. Bulletin links are included below.

**Delayed Grade – undergraduate**

A student whose work is incomplete at the end of any semester and who has, in the instructor's judgment, sufficient reasons for failing to complete the work, may, with the approval of the instructor, be assigned a delayed grade. If an instructor does not report a grade to the registrar within one semester the grade automatically becomes F. The dean may, in unusual circumstances, extend this time limitation (summer session is not counted as a semester).

*Undergraduate delayed grades: [https://bulletin.umsl.edu/undergraduatestudy/#gradingtext](https://bulletin.umsl.edu/undergraduatestudy/#gradingtext)*

**Delayed Grades - graduate**

Delayed grades may be given when a student's work is of passing quality but is incomplete because of circumstances beyond the student's control. Delayed grades must be removed within two regular semesters (excluding summer) after the time recorded or they automatically become F grades. In such cases, course instructors may subsequently change F grades to other grades when all work has been completed. A student may not graduate with any delayed grades on their transcript except in research courses required for a subsequent degree.

*Graduate delayed grades: [http://bulletin.umsl.edu/graduatestudy/#gradingtext](http://bulletin.umsl.edu/graduatestudy/#gradingtext)*

**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.
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 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:

![Image of Faculty Center interface with Incomplete Grade Agreements highlighted]

The list displays student grades with details such as ID number, name, grade, and last update information. Each entry includes the student's name, the instructor, and the date of the last update.
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 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.
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.

Fall 21 end of term date is **12/18/21**

Spring 21 end of term date is **5/15/21**

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