



PennState
Altoona

Deferred Grade Contract

Student Name: _____ Date: _____

Student PSU ID: _____

Class: _____ Section: _____ Semester enrolled: _____

Student grades at the time of deferred grade request: _____

Reason for deferment request: _____

Work to be completed: _____

Due date for materials:

Note: grade must be entered 10 weeks after the last day of the semester _____

Student Signature indicates the student understands what needs to be accomplished according to university guidelines to earn a grade in the above class, and has received a copy of this document. Professor signature indicates the instructor has laid out for the student the outstanding requirements for the class, but completion must be within university established guidelines (see next page).

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Copy should be provided to student, and an additional copy should be sent to the divisional office. Faculty member keeps original with their record of the course.

48-40 Deferred Grades

If, for reasons beyond the student's control, a student is prevented from completing a course within the prescribed time, the grade in that course may be deferred with the concurrence of the instructor. The symbol DF appears on the student's transcript until the course has been completed. Non-emergency permission for filing a deferred grade must be requested by the student before the beginning of the final examination period. In an emergency situation, an instructor can approve a deferred grade after the final exam period has started. Under emergency conditions during which the instructor is unavailable, authorization is required from one of the following: the dean of the college in which the candidate is enrolled; the executive director of the Division of Undergraduate Studies if the student is enrolled in that division or is a provisional student; the campus chancellor of the student's commonwealth campus.

In certain courses where normal work of the course extends beyond the scheduled period, deferment may be granted routinely for all students in the course if prior approval of the Senate Committee on Curricular Affairs has been obtained.

The period during which a grade may be deferred shall not extend beyond ten weeks following the end date of the course (as it appears in the schedule of courses). A deferred grade that is not changed to a quality grade by the instructor before the end of this period automatically becomes an F. A deferred grade that is automatically converted to an F can later be corrected in accordance with Senate Policy 48-30.

Students with DF on their transcripts will not be allowed to graduate.

Penn State Altoona recommended process for deferred grades:

If a student requests a deferred grade, the student and faculty member should meet (if at all possible), and if the faculty member agrees to the deferral, complete the form and provide copies to the student, the instructor and the divisional office.

If the student and faculty member are unable to meet in person, either a phone consultation or email exchange should occur to work out agreement on the remaining work and schedule. The instructor should attach copies of emails or record of the phone consultation to the completed form.