Students who **successfully** completed all course requirements should be assigned the appropriate passing grade.

**Students who **did not** successfully complete the course requirements should be given a grade of ‘F’**

### Grade Assignment Chart

1. Did the student **ever attend** your class or **participate in an academically related activity** even once?
   - **YES**
     - Did the student **stop attending/participating** at any point in the semester prior to the final exam without officially withdrawing from the course?
       - **YES**
         - Must assign a grade of WU
       - **NO**
         - Grade must be a WN. A grade of WN is assigned following the Verification of Enrollment (VOE) period at the beginning of the semester.
   - **NO**
     - Did the student complete **ALL** course requirements?
       - **YES**
         - If the instructor has **consulted with the student** regarding missing course requirements and there is a reasonable expectation the student can pass the course a grade of ‘INC’ can be assigned. The instructor must submit missing assignments and current grade to their department. If a student does not complete work the INC will lapse to a FIN by Nov. 1st for Spring/Summer courses or March 15th for Fall/Winter courses.
       - **NO**
         - If the **instructor has not consulted with the student** the appropriate grade based on completed course requirements should be assigned.

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**Note:** The diagram and text together provide a comprehensive guide for assigning grades based on student attendance and participation.