What Grade Should I Give?

Did the student **participate at least once in an academically related activity** for the class?

**YES**

Did the student participate at least once in an academically related activity, and then completely stopped participating at any time prior to the culminating experience for the course without officially withdrawing?

**YES**

Assign a grade of **WU**.

**NO**

Student should have been assigned a WN grade during 4th week of classes. Contact the Office of Registrar for the appropriate guidance on how to assign a WN.

**NO**

Did the student complete **ALL** course requirements?

**YES**

Student successfully completed the course → Assign a passing letter grade.

Student unsuccessfully completed the course → Assign a grade of **F**.

**NO**

If there is reasonable expectation that the student can receive a passing grade → Did you consult with the student and agree that an incomplete can be given?

**YES**

Assign a grade of **INC** and submit “INC Grade Report Form” to your Department (paper form or online via BMCC Portal).

**NO**

Assign an appropriate grade based on your grading rubric.