What Grade Should I Give?

Did the student ever attend your class, even once?

YES

Did the student stop attending at any time prior to the final exam without officially withdrawing from the course?

YES

Must assign a grade of WU.

NO

NO

Grade must be a WN. A grade of WN is assigned at the beginning of the semester following the certification of attendance (COA) period.

Did the student complete ALL course requirements?

YES

Students who have successfully completed all course requirements should be given the appropriate passing grade.

Students who did not successfully complete the requirements should be given a grade of F.

NO

If the instructor has consulted with the student regarding how to complete missing course requirements a grade of INC can be given if there is reasonable expectation the student can receive a passing grade. A grade of INC will lapse to FIN if a student does not complete requirements by November 1st for Spring and Summer courses or March 15th for Fall or Winter courses.

For any student the instructor has not consulted should be given a grade based on the completion of course requirements as indicated in the syllabus.