What Grade Should be Assigned on the Final Grade Roster?

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 stop 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 as a result of your submitted VOE roster. Contact the Office of the Registrar via email if you need to update your submitted VOE roster.
        - Email: registrar@brooklyn.cuny.edu
      - Did the student complete **all** course requirements?
        - **YES**
          - If there is reasonable expectation that the student can receive a passing grade → Assign a passing letter grade.
          - Student successfully completed the course → Assign a **grade of WU**
        - **NO**
          - Assign an **appropriate grade** based on your grading rubric.
            - **YES**
              - Assign a **grade of INC**
            - **NO**
              - Assign a **grade of F**

Source: Office of the University Registrar, August 1, 2018