

## 09/03/09 DRAFT\*\*DRAFT\*\*Procedures for Assigning “Q” Grades

- A “Q” grade “is assigned by the instructor to a student who either **never attended** the class or **who ceased attendance during the first 20 percent of the course** (emphasis added). The Q grade is treated as a withdrawal. . . or the equivalent. Once assigned, the Q will not be replaced with a W at a later time.” (*Prince George's Community College Catalog*, 2010-2009, p. 157) **Beginning fall 2009, faculty will have to indicate the last date of the student's attendance on the grade roster whenever a “Q” grade is assigned. Faculty must enter the “Q” grade using the Owl Link grade roster. “Q” grades will immediately be verified by the Admissions and Records Office and forwarded to the appropriate internal and external financial aid offices.**
  - Faculty members are expected to assign a “Q” grade to students who meet the following parameters as soon as 20 percent of the course has been completed. For a regular 15-week course, this would be at the end of the third week of classes. For other courses, please calculate the 20% point. *Just go to the Owl Link grade roster and enter the grades.*
    - Student is on the roster but has never attended the class
    - Student is on the roster, attended some initial classes but stopped attending
  - In cases where the student is on the roster and attended class regularly until shortly prior to the “Q” grade deadline, faculty may defer assigning the grade of “Q” until:
    - The student is contacted and indicates he/she is not returning
    - Several more class sessions have passed, and the student has not returned to class
  - Final decisions about “Q” grades should be made and the “Q” grade should be assigned when no more than 30 to 35% of the course has been completed, *i.e., at the end of the fifth week in a 15-week course.*
  - In the case of **on-line courses**, the 2009-2010 Prince George's Community College Catalog states:
    - “. . . the expectation is for participation through timely completion of assignments, involvement in online discussion groups, contact with the instructor and other such indicators of engagement with the course.” (p. 159)

- Therefore, on-line faculty must see continued and active engagement by the student. Simply logging on to the distance learning course site does not indicate that the student is “attending” the class.
- **Assigning “Q” versus “F” grades at end-of-semester:**
  - “Q” grades should be assigned immediately after 20 percent of the course is completed, but no later than after 30 to 35 percent of course completion. *Therefore, there should be little, if any, justification for assigning a “Q” grade at the end of the semester.*
  - **Students who attend a course up to or beyond 20 percent completion of the course and who later stop attending without withdrawing should be assigned a grade of “F” at the end of the semester, with the date of last attendance noted on the roster.**

**Please contact your department chair or dean if you have questions about assigning “Q” grades.**