Attendance and Grade Reporting Schedule
Spring Semester 2023-24

Reporting of Grades and Attendance
Below are the grade and attendance deadlines. Submissions must be in MyESCC.
Reporting windows close at 4:00 PM the day indicated. Grades are viewable by students within 6 hours

Attendance
Attendance must be **"academic attendance"** which means **direct participation/interaction between the instructor and student regarding academic matters.**

No-Shows
Students who have no academic attendance by the second meeting of the class should be reported with a 'Y' in the **Never Attended** column.

For online sections, students who have no academic attendance by the second assignment/activity should be reported with a 'Y' in the **Never Attended** column.

Progress Checks
Submit an Academic Alert at weeks 2 and 4 for any student earning a 'D' or 'F', or who needs intervention. The Academic Alert form can be submitted anytime in addition to the check points.

Last Date of Attendance (LDA)
When a student drops or withdraws from a class, report the LDA. An LDA is also required for a final grade of F. This is imperative for compliance with enrollment and financial aid regulations.

Midterms
Midterm grades are a snapshot of the student's grade in the class at the halfway point of the class in classes that are 8-weeks or longer (after Week 4 in 8-week classes, after Week 8 in 16-week classes).

Reporting	16-Week	8-Week Early	8-Week Late
	1/15/24 - 5/11/24	*1/15/24 - 3/9/24*	*3/18/24 - 5/11/24*
No-Show	January 28, 2024	January 28, 2024	March 31, 2024
Drop Date (with a refund)	*January 29, 2024*	*January 29, 2024*	*April 1, 2024*
Week 2 Progress Check	January 30, 2024	January 30, 2024	April 2, 2024
Week 4 Progress Check	February 13, 2024	Midterm	Midterm
Midterm & Progress Check	March 12, 2024	February 13, 2024	April 16, 2024
'W' or 'UW' Deadline	April 1, 2024	February 19, 2024	April 22, 2024
Final Grades	May 14, 2024	March 12, 2024	May 14, 2024