Attendance and Grade Reporting Schedule
Spring Semester 2024-25

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
	1/20/25 - 5/17/25	*1/20/25 - 3/15/25*	*3/24/25 - 5/17/25*
No-Show	February 2, 2025	February 2, 2025	April 6, 2025
Drop Date (with a refund)	*February 3, 2025*	*February 3, 2025*	*April 7, 2025*
Week 2 Progress Check	February 4, 2025	February 4, 2025	April 8, 2025
Week 4 Progress Check	February 18, 2025	Midterm	Midterm
Midterm & Progress Check	March 18, 2025	February 18, 2025	April 22, 2025
'W' or 'UW' Deadline	April 7, 2025	February 24, 2025	April 28, 2025
Final Grades	May 20, 2025	March 18, 2025	May 20, 2025

Instructions can be located on the Faculty/Staff page: www.edisonohio.edu/Faculty-or-Staff-Member/ under Attendance and Grade Reporting Schedule