

Attendance and Grade Reporting Schedule

Fall 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. The form is available in Blackboard or the Faculty Resources webpage.

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
	8/26/24 - 12/14/24	8/26/24 - 10/19/24	10/21/24 - 12/14/24
No-Show	September 8, 2024	September 8, 2024	November 3, 2024
<i>Drop Date (with a refund)</i>	<i>September 9, 2024</i>	<i>September 9, 2024</i>	<i>November 4, 2024</i>
Week 2 Progress Check	September 9, 2024	September 9, 2024	November 5, 2024
Week 4 Progress Check	September 23, 2024	Midterm	Midterm
Midterm Grade	October 21, 2024	September 23, 2024	November 19, 2024
'W' or 'UW' Deadline	November 4, 2024	September 29, 2024	November 25, 2024
Final Grades	December 17, 2024	October 21, 2024	December 17, 2024