Attendance and Grade Reporting Schedule
Spring Semester 2025-26

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
	1/19/26 - 5/16/26	*1/19/26 - 3/14/26*	*3/23/26 - 5/16/26*
No-Show	January 27, 2026	January 27, 2026	April 5, 2026
Drop Date (with a refund)	*February 2, 2026*	*February 2, 2026*	*April 6, 2026*
Week 2 Progress Check	February 3, 2026	February 3, 2026	April 7, 2026
Week 4 Progress Check	February 17, 2026	Midterm	Midterm
Midterm & Progress Check	March 17, 2026	February 17, 2026	April 21, 2026
'W' or 'UW' Deadline	April 6, 2026	February 23, 2026	April 27, 2026
Final Grades	May 19, 2026	March 17, 2026	May 19, 2026

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