

# Attendance and Grade Reporting Schedule

## Spring Semester 2021-22



### 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
	1/17/22 - 5/14/22	1/17/22 - 3/12/22	3/21/22 - 5/14/22
No-Show	January 30, 2022	January 30, 2022	April 3, 2022
Drop Date (with a refund)	January 31, 2022	January 31, 2022	April 4, 2022
Week 2 Progress Check	February 1, 2022	February 1, 2022	April 5, 2022
Week 4 Progress Check	February 15, 2022	Midterm	Midterm
Midterm & Progress Check	March 15, 2022	February 15, 2022	April 19, 2022
'W' or 'UW' Deadline	April 4, 2022	February 21, 2022	April 25, 2022
Final Grades	May 17, 2022	March 15, 2022	May 17, 2022