

Attendance and Grade Reporting Schedule

Fall Semester 2020-2021



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
	<i>8/24/20 - 12/12/20</i>	<i>8/24/20 - 10/17/20</i>	<i>10/19/20 - 12/12/20</i>
No-Show	September 6, 2020	September 6, 2020	November 1, 2020
<i>Drop Date (with a refund)</i>	<i>September 8, 2020</i>	<i>September 8, 2020</i>	<i>November 2, 2020</i>
Week 2 Progress Check	September 8, 2020	September 8, 2020	November 3, 2020
Week 4 Progress Check	September 22, 2020	Midterm	Midterm
Midterm Grade	October 20, 2020	September 22, 2020	November 17, 2020
'W' or 'UW' Deadline	November 2, 2020	September 28, 2020	November 23, 2020
Final Grades	December 15, 2020	October 20, 2020	December 15, 2020