

Required Reporting Deadlines – Fall Semester 2017

FULL SEMESTER CLASS				
Days 11, 12, 13 <small>9/20 - 9/22</small>	Day 14 to Mid-Term <small>9/23 - 10/22</small>	Mid-Term <small>10/23 - 10/31</small>	Mid-Term to Term End <small>11/7 - 12/22</small>	Grading <small>12/29</small>
<p>REQUIRED</p> <p>SUBMIT REPORT: “Non-Attendance / Non-Participation”</p>	<p>ENCOURAGED</p> <p>SUBMIT REPORT: “Individual Progress”</p>	<p>REQUIRED</p> <p>SUBMIT REPORT: “Midterm Progress”</p>	<p>ENCOURAGED</p> <p>SUBMIT REPORT: “Individual Progress”</p>	<p>REQUIRED</p> <p>SUBMIT GRADES: Report F Grades for Students that Stopped All Activity During the Term</p>
TIME 1 CLASS				
Days 11, 12, 13 <small>9/20 - 9/22</small>	Day 14 to Mid-Term <small>9/23 - 9/25</small>	Mid-Term <small>9/26 - 10/2</small>	Mid-Term to Term End <small>10/3 - 10/26</small>	Grading <small>11/3</small>
<p>REQUIRED</p> <p>SUBMIT REPORT: “Non-Attendance / Non-Participation”</p>	<p>ENCOURAGED</p> <p>SUBMIT REPORT: “Individual Progress”</p>	<p>REQUIRED</p> <p>SUBMIT REPORT: “Midterm Progress”</p>	<p>ENCOURAGED</p> <p>SUBMIT REPORT: “Individual Progress”</p>	<p>REQUIRED</p> <p>SUBMIT GRADES: Report F Grades for Students that Stopped All Activity During the Term</p>
TIME 2 CLASS				
Days 7, 8, 9 <small>11/7 - 11/9</small>	Day 10 to Mid-Term <small>11/10 - 11/16</small>	Mid-Term <small>11/17 - 11/28</small>	Mid-Term to Term End <small>11/29 - 12/22</small>	Grading <small>12/29</small>
<p>REQUIRED</p> <p>SUBMIT REPORT: “Non-Attendance / Non-Participation”</p>	<p>ENCOURAGED</p> <p>SUBMIT REPORT: “Individual Progress”</p>	<p>REQUIRED</p> <p>SUBMIT REPORT: “Midterm Progress”</p>	<p>ENCOURAGED</p> <p>SUBMIT REPORT: “Individual Progress”</p>	<p>REQUIRED</p> <p>SUBMIT GRADES: Report F Grades for Students that Stopped All Activity During the Term</p>

- Instructors must submit a “Non-Attendance / Non-Participation” report for each of their classes.
- Students who have made no arrangements with the instructor and have not engaged the class in any way must be reported.
- Instructors access this report through their class list in AugNet Records & Registration.

- Instructors are encouraged to report academic, attendance, and/or behavioral concerns about students in their classes at any point in the semester outside of required reporting timeframes.
- Changes in attendance patterns that put the student at risk of earning less than a C grade are the type of attendance concerns that should be reported through an “Individual Progress Report”. Examples include: sporadic attendance, tardiness, or stopped attending.
- Instructors access the “Individual Progress Report” through their class list in AugNet Records & Registration.

- Instructors are required to submit a midterm progress report for academic, attendance, behavioral or social concerns about students in each of their classes through the “Individual Progress Report”.
- Attendance patterns that put students at risk of earning less than a C grade are the type of attendance concerns that should be reported through this report.
- Instructors will receive an email reminder to submit midterm progress through the “Individual Progress Report” feature in Records and Registration.

- Instructors are encouraged to report academic, attendance, and/or behavioral concerns about students in their classes at any point in the semester outside of required reporting timeframes.
- Changes in attendance patterns that put the student at risk of earning less than a C grade are the type of attendance concerns that should be reported through an “Individual Progress Report”. Examples include: sporadic attendance, tardiness, or stopped attending.
- Instructors access the “Individual Progress Report” through their class list on AugNet Records & Registration.

- Instructors must submit grades for all of their classes by the published grading deadline.
- When submitting a F grade, instructors will be asked if the F grade was recorded because the student stopped attending or participating in the class sometime after the term start.
- If the F grade is due to non-attendance/non-participation then the last known date of attendance/participation must be provided by the instructor.