

End of Term - Summer 2022 (2224)

Version 1

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Final Grades & Promotion Meetings

This page is updated each term and replaces the Quick Guide distributed in the past to support end of term activities. Below you will find the same information and links to instructional documents to assist with final grades submission and promotion meetings.

Tip: When opening links from this page, right click and select 'Open Link in New Tab'. This will allow you to have multiple documents open without losing access to this page.

Important Dates

- **Grade rosters available** ⇒ Wednesday, August 3
- **Summer Term 2022 ends** ⇒ Friday, August 19
- **Final grades due** ⇒ Monday, August 22 by 9 a.m.
- **Promotion meetings** ⇒ Tuesday, August 23 to Wednesday, August 24
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- **Promo access** ⇒ Tuesday, August 23 at 8 a.m. to Wednesday, August 24 at 8 p.m.
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- **Withdrawal approvals** ⇒ Thursday, August 25 by 10 a.m.
- **Supplemental exam schedule** ⇒ No formal schedule for Summer Term 2022
- **Grades release** ⇒ Friday, August 26 on Student Home

What's New?

- View the document for a list of what's new for Summer Term 2022.

Final Grades Submission

- Navigate to the to input final grades. It can be accessed from the Employee i3 link on

the [MySeneca](#) homepage.

- Review Seneca's [Grading Policy](#).
- Review the grades chart for details about the use of these temporary grades.
- Follow the instructions and ensure all classes are graded and set to approved by 9 a.m. on Monday, August 22.

Promotion Meetings

These activities are a coordinated effort between the academic areas and the Registrar's Office with a focus on supporting students' progression with accurate and timely updates to student records. To ensure success, we encourage academic areas to prioritize the required promotion meeting activities in the order listed below.

Navigate to the to perform the following actions:

- Grades can be changed, or outstanding grades can be added directly in the system during promotion meetings.
- Review records with a temporary academic standing of *Reassessment Needed*. Add an advising comment to indicate how it should be updated.
- Recommended withdrawals (with required Chair approval) must be submitted to the Registration Office for processing no later than Thursday, August 25 at 10 a.m.
- Review records with a pending transfer requests. Add an advising comment to either approve or deny each student's request.
- Review records with outstanding academic requirements and if applicable perform tasks to update the students' record to fulfil the graduation requirements.

Instructional Documents

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Support

Please email finalgrades@senecacollege.ca if you experience any issues or have a question related to final grades submission or promotion meetings.

The account will be monitored during the following dates and times.

- **Thursday, August 18** ⇒ 8 a.m. - 3 p.m.
- **Friday, August 19** ⇒ 8 a.m. - 3 p.m.
- **Saturday, August 20** ⇒ 8 a.m. - 10 a.m.
- **Sunday, August 21** ⇒ 8 a.m. - 10 a.m. & 7 p.m. - 9 p.m.
- **Monday, August 22** ⇒ 8 a.m. - 3 p.m.
- **Tuesday, August 23** ⇒ 8 a.m. - 3 p.m.
- **Wednesday, August 24** ⇒ 8 a.m. - 3 p.m.

Policies

[Academics and Student Services](#)

[Grading Policy](#)

[Student Progression and Promotion Policy](#)