

Submitting Final Grades

Version 20

Published 10/5/2022 by [Anonymous](#) Last updated 4/9/2026 1:46 PM by [David Trinh](#)

Once grades are entered, Seneca's Registrar's Office immediately runs many processes. **If grades are not entered by the deadline, students may be negatively impacted.** (e.g., graduation eligibility status may be adversely impacted, or support they need in order to advance their studies may not be identified).

Co-teaching

If you are co-teaching with others, please make sure you provide your colleagues with the necessary marks/information so that they can calculate and upload marks in a timely manner.

Submit your final grades in i3

All final grades must be uploaded to Faculty Centre (i3) no later than the due date communicated in [Seneca's important academic dates](#). Below are two helpful links to assist with uploading final grades:

- [Faculty Center login](#)
- [Grade rosters](#)

Submit your detailed grades

Format your Excel spreadsheet to include the following information:

- Your name
- The course code and section
- Students' names and IDs
- Name of each assessment
- Weighted value of each assessment

Feel free to use this [detail grades resource](#) to help prepare your detailed grades.

Hide your final assessment within your course and make it available after final grades are released. Note you can still make the grade available without sharing a copy of the assessment. Learn more at

Temporary grades (INC, DEF, SUP)

Please reach out to program coordinators or your ITAS academic team to discuss a student situation/temporary grade.

Please schedule the alternate assessment and have it graded by day 8 of the following semester.

Let us know if you need to reserve a room/lab.

Below please find a brief definition of where each grade is assigned.

DEF	Deferred examination granted- A student granted a deferred examination must provide supporting documentation of the extenuating circumstance to the academic chair or designate. A student granted deferred examination will have their grade determined in the same manner as if they had written the final examination.
INC	Incomplete- A student assigned an incomplete grade will receive a formal notification indicating the work to be completed and the submission date to meet the course requirements. An 'F' grade will be assigned if they are unable to complete the required course work by the assigned date.
SUP	Supplemental assessment granted- A student who has failed to meet the minimum requirements for a course may, at the discretion of a school or faculty, be granted a supplemental assessment on a case-by-case basis. A student offered a supplemental assessment will only be assigned a grade provided the supplemental work meets the minimum requirements outlined by the school or faculty.

Grade Change

If you need to change a grade after its posted on i3, please use this link to submit your [grade change request](#)

tags : end-of-term, itas, submitting-final-grades