

End of Term - Fall 2022 (2227)

Version 4

Published 11/29/2022 by [Anonymous](#) Last updated 11/30/2022 8:23 PM by [Anonymous](#)

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, Nov. 30
- **Fall Term 2021 ends** ⇒ Wednesday, Dec. 14
- **Final grades due** ⇒ Friday, Dec. 16 by 5 p.m.
- **Promotion meetings** ⇒ Monday, Dec. 19
- **Promo access** ⇒ Sunday Dec. 18 at 8 a.m. to Monday, Dec. 19 at 8 p.m.
- **Supplemental exam schedule** ⇒ No formal schedule for Fall Term 2022
- **Grades release** ⇒ Wednesday, Dec. 21 on Student Home

What's New?

- View the document for a list of what's new for Fall 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](#).
- Follow the instructions and ensure all classes are graded and set to approved by 5

p.m. on Friday, Dec. 16.

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.
- 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.

- **Wednesday, Dec. 14** ⇒ 8 a.m. - 3 p.m.
- **Thursday, Dec. 15** ⇒ 8 a.m. - 3 p.m.
- **Friday, Dec. 16** ⇒ 8 a.m. - 5 p.m.
- **Saturday, Dec. 17** ⇒ 8 a.m. - 9 a.m.
- **Sunday, Dec. 18** ⇒ 8 a.m. - 3 p.m.
- **Monday, Dec. 19** ⇒ 8 a.m. - 3 p.m.

Policies

[Academics and Student Services](#)

[Grading Policy](#)

[Student Progression and Promotion Policy](#)