

End of Term - Winter 2023 (2231)

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, April 5
- **Winter Term 2023 ends** ⇒ Friday, April 21
- **Final grades due** ⇒ Monday, April 24 by 9 a.m.
- **Promotion meetings** ⇒ Tuesday, April 25 to Wednesday, April 26
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- **Promo access** ⇒ Tuesday, April 25 at 8 a.m. to Wednesday, April 26 at 8 p.m.
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- **Supplemental exam schedule** ⇒ No formal schedule for Winter Term 2023
- **Grades release** ⇒ Friday, April 28 at 9 a.m. on Student Home

What's New?

- View the document for a list of what's new for Winter Term 2023.

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 9 a.m. on Monday, April 24.

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.

- **Thursday, April 20** ⇒ 8 a.m. - 3 p.m.
- **Friday, April 21** ⇒ 8 a.m. - 3 p.m.
- **Saturday, April 21** ⇒ 8 a.m. - 10 a.m.
- **Sunday, April 23** ⇒ 8 a.m. - 10 a.m. & 7 p.m. - 9 p.m.
- **Monday, April 24** ⇒ 8 a.m. - 3 p.m.
- **Tuesday, April 25** ⇒ 8 a.m. - 3 p.m.
- **Wednesday, April 26** ⇒ 8 a.m. - 3 p.m.

Policies

[Academics and Student Services](#)

[Grading Policy](#)

[Student Progression and Promotion Policy](#)