

End of Term - Winter 2024 (2241)

Version 3

Published 4/1/2024 by [Shaheen Zakaria](#) Last updated 4/17/2024 12:54 AM by [Yuliya Krasko](#)

Final Grades & Promotion Meetings

This page is updated each term with 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, Apr. 3
- **Winter Term 2024 ends** ⇒ Friday, Apr. 19
- **Final grades due** ⇒ Wednesday, Apr. 24 at 9 a.m.
- **Promotion meetings** ⇒ Thursday, Apr. 25 to Friday, Apr. 26
- **Promo access** ⇒ Thursday, Apr. 25 at 8 a.m. to Friday, Apr. 26 at 2 p.m.
 - **Promo Access**
- **Supplemental exam schedule** ⇒ No formal schedule for Winter 2024 Term
- **Grades release** ⇒ Monday, Apr. 29 at 9 a.m. on Student Home

What's New?

- View the [Updates document](#) for a list of what's new for Winter 2024 Term.

Final Grades Submission

- Navigate to the [Faculty Center](#) to input final grades. It can be accessed from the Employee i3 link on the [MySeneca](#) homepage.
- Review Seneca's [Grading Policy](#).

- Follow the **Final grades instructions** and ensure all classes are graded and set to approved by 9 a.m on Wednesday, Apr. 24.

Promotion Meetings

These activities are a co-ordinated 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 and complete everything **by 2 p.m on Friday, April 26.**

Navigate to the **Promotion meeting tile** to perform the following actions:

Grade changes and temporary grades

- Grades can be changed, or outstanding grades can be added directly in the system during promotion meetings.

Academic standing review

- Review records with a temporary academic standing of *Reassessment Needed*. Add an advising comment to indicate how it should be updated.
- Submit all recommended withdrawals (with required Chair approval) to the **Registration Office** for processing **before Friday, Apr. 26 at 2 p.m.**

Transfer request

- Review records with a pending transfer requests. Add an advising comment to either approve or deny each student's request.

Grad review

- Review records with outstanding academic requirements and if applicable, perform tasks to update the students' records to fulfil the graduation requirements.

Instructional Documents

- | | |
|---|---|
| <ul style="list-style-type: none"> • Academic standing review • Comment codes • Faculty Center • Final grades instructions • Grade changes and temporary grades • Grad review | <ul style="list-style-type: none"> • Promo access • Promo queries • Promotion meeting tile • Tip and terminology • Transcripts (batch) • Transfer request |
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Support

The Registrar's Office is here to help support you during this busy period. Please email finalgrades@senecapolytechnic.ca if you have any questions or experience issues related to final grades submission or promotion meetings. This address is monitored consistently, and we will respond as soon as possible during business hours starting Monday, Apr. 22 through to Friday, Apr. 26, as well as Saturday, Apr. 27: 8 a.m. - 10 a.m. & 2p.m. - 5p.m.

On Thursday, Apr. 25, the mailbox will be monitored until 8 p.m.

Policies

[Academics and Student Services Policy](#)

[Grading Policy](#)

[Student Progression and Promotion Policy](#)