

End of Term -Winter 2026 (2261)

Version 6

Published 3/23/2026 by [Shaheen Zakaria](#) Last updated 4/8/2026 1:04 PM 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** ⇒ Tuesday, March 31
- **Winter Term 2026 ends** ⇒ Friday, April 17
- **Final grades due** ⇒ Monday, April 20 at 9 a.m.
- **Promotion meetings** ⇒ Tuesday, April 21 to Wednesday, April 22
- **Promo access** ⇒ Tuesday, April 21 at 8 a.m. to Wednesday, April 22, 5 p.m.
 - **Promo Access**
- **Supplemental exam schedule** ⇒ No formal schedule for Winter 2026 Term
- **Grades release** ⇒ Friday, April 24 at 9 a.m. on Student Home

What's New?

- Effective **April 17, 2026**, the existing Power Apps grade change process will sunset. All grade changes will be processed exclusively through the Grade Change form in PeopleSoft. User guide can be found [here](#).
- **Coming soon:** The RO is exploring the addition of a second Post Enrolment Requirement Checking (PERC) run each term, following the promotions period and before the last day to add/swap courses, to identify students with grade changes. This run would drop enrolments in courses where pre-requisites are no longer met. As part of this process, an automated communication will also be emailed to the affected

students in the first and/or second processes to notify them of any resulting drops. More information to follow.

- View the [Updates document](#) for a list of what's new for Winter 2026 Term.
- Pathways for Summer 2026 (2264) students will be posted after grade release.

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 Monday, April 20.**

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 5 p.m on Wednesday, April 22.**

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 Thursday, April 23 at 10 a.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• FT & FCE Distribution List | <ul style="list-style-type: none">• Promo access• Promo queries• Promotion meeting tile• Tip and terminology• Transcripts (batch)• Transfer request• Program Chair, Coord & Adviser Roles |
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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 Friday, April 17 through to Friday, April 24. On Saturday April 18 and Sunday April 19 the mailbox will be monitored during the following hours: 8 a.m. – 10 a.m. & 2 p.m. - 5 p.m.

Policies

[Academics and Student Services Policy](#)

[Grading Policy](#)

[Student Progression and Promotion Policy](#)