

# End-of-term procedures

Version 3

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At the end of the term, you will enter student grades for departmental approval online in the [Faculty Centre Grade Roster in i3](#).

In the weeks leading up to the end of the term, your program area will communicate grade submission requirements, including documentation, the Grade Roster access window and, if applicable, the date(s) of your program area's Promotional Meetings.

Promotional Meetings are an opportunity for faculty and coordinators/APMs to discuss grading issues. Promotional Meetings are also an opportunity to connect with other faculty and participate in Professional Development.