

**FACULTY AND ADJUNCT FACULTY PAPER GRADES SUBMISSION
INSTRUCTIONS
SPRING TERM 2021**

1. Paper Course Mark Submission and Deadline:

The **deadline for student submission of Fall Term (Term 1) final course, seminar and directed research papers** to the Faculty of Law Reception desk, or electronically to faculty members according to their instructions, is **4:00 p.m., April 27, 2021**, unless specified otherwise by the instructor. Extensions beyond that date must be approved by the Chair of the Academic Procedures Committee through the Acting Assistant Dean, Students, Tania Astorino (astorino@allard.ubc.ca).

The **marks submission deadline for paper courses** (those that do not have exams) is **4:00 p.m., May 4, 2021. LAW 261 Transnational grades are due April 20, 2021.** For **paper courses**, please download into Excel or print your class list from the Faculty Services Centre website. Type (in Excel) or hand-write (on printed copy) the final marks into the class list.

2. How to Submit Marks:

Please submit marks by e-mail to Susan Morin (morin@allard.ubc.ca) and Dayna Payette (payette@allard.ubc.ca).

Do not enter grades yourself in the Faculty Services Centre website.