

Graduate Students

All grades must be entered by the Grading deadlines to close programs and approve students for graduation. The final graduation approval date is dictated by when the UBC Academic Senate meets to approve the graduation lists for a particular conferral period.

The Faculty of Graduate and Postdoctoral Studies requires that grades for the spring term must be received and entered typically by May 1st or 2nd, which leaves a very short turn-around time between the last exam in April and the grades submission due date for Graduate students. If you have graduate students in your classes, mark their papers and exams first to ensure you meet these guidelines. They can be submitted before your JD grades as graduate students are not factored into class averages.

GRADE CHANGE REQUESTS BY INSTRUCTOR

Students who have a question about a grade received are entitled to meet with the instructor and review the examination or paper in question. Instructors are required to discuss examination papers and other assignments with students **for pedagogical purposes only. Grades are not a negotiation and instructors cannot re-grade papers once marks have been posted.**

A student wishing to challenge a grade must apply through UBC Enrolment Services for a review of assigned standing. Students are advised to discuss an examination or paper grade they wish to challenge with the instructor before applying for a review of assigned standing.

However, if an instructor believes that a mark should be changed because of an addition error or other similar omission, the instructor should inform the Director of Student Academic Services and apply to the Associate Dean, Academic Affairs for permission to change the grade.

To request a grade change (after grades have been posted to the Allard grades database and the UBC student information system), please send the Associate Dean, Academic Affairs the following information via email:

- (i) The circumstances under which you were asked to review the student grade;
- (ii) The evidence / reasons provided by the student in support of his/her request for a reconsideration;
- (iii) A full explanation as to why you decided to alter the grade. This needs to be detailed and refer to specifics, i.e. it needs to give details as to the particular parts of the examination that have been reassessed, and the reason why it was felt the grade needed to be changed; and
- (iv) An explanation as to the impact of this change on the examinations of other students. In particular, please consider the question of whether other student papers also need to be re-graded.

Please provide the Associate Dean, Academic Affairs with a copy of the student's examination or paper in question, along with the original questions and a copy of the course syllabus.

Once the above information has been provided, the Associate Dean, Academic Affairs will review the request for a grade change and discuss the matter with the Chair of Examinations Committee where appropriate.

EXAMINATION AND PAPER RETENTION

Please retain student exams and any material related to examinations for 12 months following the examination or paper submission.

FORMAL STUDENT GRADE APPEALS

<https://allard.ubc.ca/student-portal/policies-procedures-and-forms>

A student wishing to challenge a grade must apply through UBC Enrolment Services for a review of assigned standing.

If the request is granted, the Chair of the Academic Procedures Committee will contact the instructor.

UNIVERSITY POLICIES ON DISCRIMINATION

<https://equity.ubc.ca/resources/policies-reports/>

All adjunct faculty members should make themselves familiar with the university's policies on discrimination and harassment and the UBC Respectful Environment for Students, Faculty and Staff statement.

These policies apply to adjunct faculty members in the same manner as regular full-time members of faculty. Sexual harassment and other forms of discrimination will not be tolerated and may lead to termination of your adjunct contract.

Please keep in mind that you hold a great deal of power over your students, who are anxious to succeed in law school and establish their legal careers. Students may find it difficult to reject unwelcome personal overtures from faculty members, including offers of alcohol or personal transportation, or social connections online. These behaviours are best avoided, particularly if only one student is involved.

In addition to avoiding discriminatory comments, faculty should consider how they can make their course or seminar more inclusive and welcoming to a diverse range of students. This could include ensuring that authors of class readings and guest speakers come from diverse backgrounds, or choosing cases that engage with diverse perspectives and life experiences. Law schools have a particular obligation to meet the calls for action of the Truth and Reconciliation Commission and to ensure that our graduates have the requisite cultural competencies to serve Indigenous clients. The Associate Director, Indigenous Legal Program is happy to connect you to resources that can assist you in meeting these goals.