

**FACULTY AND ADJUNCT FACULTY PAPER GRADES SUBMISSION  
INSTRUCTIONS  
SPRING TERM 2023**

**1. Paper Course Mark Submission and Deadline:**

The **deadline for student submission of Spring Term (Term 2) 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 28, 2023**, unless specified otherwise by the instructor. Extensions beyond that date must be approved by the Chair of the Academic Procedures Committee through the Assistant Dean, Students, Kaila Mikkelsen, Assistant Dean, Students ([mikkelsen@allard.ubc.ca](mailto:mikkelsen@allard.ubc.ca)).

The **marks submission deadline for paper courses** (those that do not have exams) is **4:00 p.m., May 4, 2023. LAW 261 Transnational grades are due April 17.** 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 Patricia Penafloida ([penaflorida@allard.ubc.ca](mailto:penaflorida@allard.ubc.ca)) and Susan Morin ([morin@allard.ubc.ca](mailto:morin@allard.ubc.ca)).

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