

FACULTY AND ADJUNCT FACULTY PAPER GRADES SUBMISSION INSTRUCTIONS FALL TERM 2023

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., December 22, 2023**, unless specified otherwise by the instructor. Extensions beyond that date must be approved by the Chair of the Academic Procedures Committee through Assistant Dean, Students, Kaila Mikkelsen (mikkelsen@allard.ubc.ca).

The **instructor marks submission deadline for final paper courses** is **4:00 p.m., January 4, 2024**. Note: Final grades for LAW 200 Indigenous Settler Legal Relations are due December 18, and LAW 281 Legal Research & Writing final grades are due December 15. For **paper courses**, please download into Excel or print your class list from the [Faculty Services Centre \(FSC\) 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, Director, Student Academic Services, at morin@allard.ubc.ca, Katie Gardner at gardner@allard.ubc.ca, and Patricia Penafiorida, Coordinator, Student Academic Services, at penafiorida@allard.ubc.ca.

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