

# **FACULTY AND ADJUNCT FACULTY PAPER GRADES SUBMISSION INSTRUCTIONS SPRING TERM 2024**

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

The **deadline for student submission of Spring Term (Term 2) final course, seminar and directed research papers** electronically to faculty members according to their instructions, is **4:00 p.m., Saturday, April 27, 2024**, 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 **courses** that have final papers is **4:00 p.m., May 2**.

**WARNING:** Since the marks submission deadline is May 2, which is 5 days after the deadline for students to submit their papers, if you believe that you will not be able to mark your students' final papers by May 2, then give your students a paper submission deadline earlier than April 27!

**Note 1:** Allard Law Reception is closed on Saturdays, so don't instruct your students to submit hard-copy papers to Reception on April 27.

**Note 2:** Full-time Faculty - The Allard Law administrative assistants do not work on Saturdays, so they cannot receive papers from students for you on Saturday, April 27.

The **LAW 202 Advocacy Pass/Fails are due March 18**.

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 Penaflorida ([penaflorida@allard.ubc.ca](mailto:penaflorida@allard.ubc.ca)), Katie Gardner ([gardner@allard.ubc.ca](mailto:gardner@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.