

Paper Grades Submission Instructions

2025-2026 Winter Session, Term 2

Paper Submission Deadlines & Instructions – Students

Student Submission – April 25, 2026 at 4PM: The deadline for students to submit their Term 2 (April) final course, seminar and directed research papers to their instructors (electronically or to the Allard Law Reception Desk) is Saturday April 25, 2026 at 4PM unless specified earlier by the instructor. Please note that reception does NOT work Saturdays and cannot collect any physical papers dropped off then.

Extensions beyond the published deadline must be approved by the Chair of the Academic Procedures Committee. Information on concession requests can be found at: <https://allard.ubc.ca/student-portal/academic-concessions-accommodations>.

Grades Submission Deadlines & Instructions – Faculty & Adjuncts

Instructor Submission of Grades – April 29, 2026 at 4PM: The deadline for instructors to submit their paper course, seminar and directed research grades. Instructors should NOT enter grades in WorkDay by themselves and should instead submit their grades to:

- Ella Wong, Director, Academic Services (ewong@allard.ubc.ca)
- Patricia Penaflorida, Coordinator, Academic Services (penaflorida@allard.ubc.ca)
- Bo Xian, Coordinator, Academic Services (xian@allard.ubc.ca)

