

# Paper Grades Submission Instructions

2025-2026 Winter Session, Term 1

## Paper Submission Deadlines & Instructions – Students

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**Student Submission – December 20, 2025 at 4PM:** The deadline for students to submit their Term 1 (December) final course, seminar and directed research papers to their instructors (electronically or to the Allard Law Reception Desk) is Saturday, December 20, 2025 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

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### Instructor Submission of Grades:

- **December 16, 2025 at 4PM:** The deadline for 1L instructors to submit their LAW 281 Legal Research & Writing Grades
- **January 6, 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](mailto:ewong@allard.ubc.ca))
- Patricia Penaflorida, Coordinator, Academic Services ([penaflorida@allard.ubc.ca](mailto:penaflorida@allard.ubc.ca))
- Bo Xian, Coordinator, Academic Services ([xian@allard.ubc.ca](mailto:xian@allard.ubc.ca))



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