



# OHIO UNIVERSITY

Office of the University Registrar

## Interoffice Communication

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**Date:** October 20, 2006

**To:** Members of the Faculty and Staff

**From:** Debra M. Benton, University Registrar

**Subject:** Report of Final Grades and Final Examinations - Fall Quarter 2006-2007

Dates to remember:

Thursday, November 9 - Online Grading System available

Tuesday, November 14 - Last day of classes

Wednesday, November 15 - Reading Day

Thursday, November 16 - Examinations begin

Wednesday, November 22 - Quarter closing date

**Tuesday, November 28, 12:00 noon - Deadline for final grades**

**Please submit final grades within 48 hours of the final examination.** Final grades must be submitted through the Online Grading System. The system is accessible 24 hours per day, 7 days per week starting Thursday, November 9, 2006, by visiting [www.ohio.edu/registrar/](http://www.ohio.edu/registrar/) and selecting Online Grading under Quick Links to Online Services for Faculty and Staff. On that site, you will find tutorials and other information about the Online Grading System. If you have any questions about the system or would like training, please contact [grades@ohio.edu](mailto:grades@ohio.edu) or (740) 593-4199.

**All grades must be submitted by the scheduled deadline, without exception.** This includes grades for classes in progress ("PR"), incomplete coursework ("I"), and for students who have never attended ("FN" failure, never attended) or stopped attending without official withdrawal ("FS" failure, stopped attending). Submitting grades late or not at all results in undeserved hardships for students. These can include denied degrees, lost job opportunities, delayed transcripts, problems with acceptance to other schools, and denials of eligibility for financial aid, athletic participation, and insurance discounts. Grades not submitted by the deadline result in a letter being sent to the department chair/school director.

Final examination schedules are available online:

Athens Campus Final Examination Schedule Fall Quarter 2006-2007

[www.ohiou.edu/registrar/info/fall06-07/finals.htm](http://www.ohiou.edu/registrar/info/fall06-07/finals.htm)

Athens Campus Combined Sections Examination Schedule Fall Quarter 2006-2007

[www.ohiou.edu/registrar/info/fall06-07/combined.htm](http://www.ohiou.edu/registrar/info/fall06-07/combined.htm)

The elimination or rescheduling of an undergraduate examination must be approved by the appropriate dean and can be changed only in situations when no other alternatives are available. Each examination period is scheduled for two hours. For University policy covering final examinations, see section IV, item C, #1 of the Faculty Handbook.

Multiple Final Examinations:

Students may not be required to sit for more than three final examinations in one day. Should a student be scheduled for more than three examinations in one day, the student may seek relief from the instructor with the examination scheduled latest in the day. This process must be initiated and completed by the beginning of the ninth week of the quarter. The instructor will provide an examination for the student at a mutually agreed upon time during the examination period.