



# OHIO UNIVERSITY

Office of the University Registrar

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**Date:** November 18, 2005  
**To:** Department Chairs/School Directors  
**From:** Debra M. Benton, University Registrar  
**Subject:** Final Exam Schedule Clarification

I'm forwarding to you a message that was recently sent to faculty who taught a Fall Quarter 1:10 p.m. or 2:10 p.m. class with the first meeting day of the week on Monday/Wednesday/Friday. Please see message below for details.

I wanted you to be aware of the possibility of room conflicts if the corrected final exam schedule is not followed. Scheduling staff will be in the office (593-4188) on Saturday beginning at 12:00 p.m. to help resolve any issues that may arise.

I apologize for the confusion this mistake has caused.

----- Forwarded Message -----  
Date: Thursday, November 10, 2005 4:39 PM -0500  
From: "Debra M. Benton" <[registrar@ohio.edu](mailto:registrar@ohio.edu)>  
To: unspecified-recipients  
Subject: Final Exam Schedule Clarification

To: Faculty who teach a 1:10 p.m. or 2:10 p.m. class with the first meeting day of the week on Monday/Wednesday/Friday

Re: Final Exam Schedule Clarification

It was brought to my attention that there might be confusion regarding the time of the final exam for classes that begin at 1:10 p.m. or 2:10 p.m. with the first meeting day of the week on Monday/Wednesday/Friday.

The final exam for these classes is as follows:  
1:10 p.m. Saturday, November 19, at 2:30 p.m.  
2:10 p.m. Tuesday, November 22, at 2:30 p.m.

There are some Schedule of Classes books that indicate the exam starts at 12:20 p.m. for the above classes. We discovered this error after some books were distributed. The books that had not been distributed were corrected. The final exam schedule on the Registrar's web site has always been correct and is available at <http://www.ohiou.edu/registrar/info/fall05-06/finals.htm#exams>.

We attempted to notify affected faculty on August 17, 2005, but recently discovered that not all affected faculty were notified. An email was sent to all faculty on September 27, 2005, that included a link to the final exam schedule which indicated the correct time as 2:30 p.m.

Please administer your exam at 2:30 p.m. and be sure to inform your students that the exam period starts at 2:30 p.m. (not 12:20 p.m.). Not adhering to this schedule will create conflicts with other classes scheduled to take exams.

I sincerely apologize for any confusion this has created.

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----- End Forwarded Message -----