



OHIO UNIVERSITY

Office of the University Registrar

Interoffice Communication

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Date: February 19, 2008

To: Members of the Faculty and Staff

From: Debra M. Benton, University Registrar

Subject: Report of Final Grades and Final Examinations - Winter Quarter 2007-08

Dates to remember:

Thursday, March 13, 2008 - Online Grading System available

Saturday, March 15, 2008 - Last day of classes

Monday, March 17, 2008 - Friday, March 21, 2008 - Examination period

Saturday, March 22, 2008 - Quarter closing date

Tuesday, March 25, 2008, at 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 (except for a brief period of time early Sunday mornings at approximately 3:00 a.m.) starting Wednesday, March 13, 2008, by visiting www.ohio.edu/registrar/ and selecting Online Grading under 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 or (740) 593-4199.

All grades must be submitted by the scheduled deadline, without exception. This includes grades for classes in progress ("PR"), for 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 Winter Quarter 2007-08

www.ohiou.edu/registrar/info/winter07-08/finals.htm

Athens Campus Combined Sections Examination Schedule Winter Quarter 2007-08

www.ohiou.edu/registrar/info/winter07-08/combined.htm

Deviations from the final examination schedules can be made only with prior approval of the dean of the college and must be cleared with the Office of the University Registrar – Scheduling Division. 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.