



OHIO UNIVERSITY

Interoffice Communication

Office of the University Registrar

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Date: October 27, 2005

To: Members of the Faculty and Staff

From: Debra M. Benton, University Registrar

Subject: Report of Final Grades and Final Examinations - Fall Quarter 2005-2006

Thursday, November 10 Distribution of Faculty Grade Reports
 Tuesday, November 15 Last day of classes
 Wednesday, November 16 Reading Day
 Thursday, November 17 Examinations begin
 Wednesday, November 23 Quarter closing date
 Monday, November 28 Deadline for final grades, including degree candidates

Please submit final grades within 48 hours of the final examination and no later than **10:00 a.m., Monday, November 28**. Deliver the grade reports to Registrar Services Windows, first floor Chubb Hall or the Bursar's Office Service Windows, lower level Chubb Hall. On evenings and weekends, you may use the wall deposit box in the southwest (Court Street) entrance to Chubb Hall (beginning Thursday, November 10, at 5:00 p.m.). Do not use the floor deposit box and please do not send grades through campus mail.

Remember:

- Turn in only the **original** Faculty Grade Report forms.
- **Sign** each grade sheet (not just the last).
- Do not change grades after grades are written (use Special Grade Report form and attach).
- Add "P" (pass) or "F" (fail) to preprinted "W" (withdraw) grades.
- Do not give an "NR" grade, or leave a block blank.
- Do not give an "FS" grade without giving the date the student stopped attending ("FS" stop date).

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 report being sent to the offices of the provost, academic dean, and department chair.

An online grading system is being tested this quarter with a pilot group of faculty. If you are interested in being a part of this pilot group, please contact Patrick Beatty via e-mail: beatty@ohio.edu.

Final examination schedules are available online:

[Athens Campus Final Examination Schedule Fall Quarter 2005-2006](#)
[Athens Campus Combined Sections Examination Schedule Fall Quarter 2005-2006](#)

The elimination or rescheduling of an undergraduate examination must be approved by the appropriate dean and can be changed only in hardship 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.