

FINAL EXAMINATION SCHEDULE FOR AUTUMN 2009 MAIN CAMPUS

December 7 to 10, 2009

Final exam time is based on the first full week of class.

CLASSES MEETING WITH MONDAY AS THE FIRST MEETING TIME OF THE FIRST WHOLE WEEK (or MON in combination)

AT THESE TIMES:	WILL HAVE THEIR FINALS ON:
7:30 or 8:00 AM	Thu Dec 10 7:30 AM - 9:18 AM
8:30 or 9:00 AM	Mon Dec 7 7:30 AM - 9:18 AM
9:30 or 10:00 AM	Tue Dec 8 9:30 AM - 11:18 AM
10:30 or 11:00 AM	Wed Dec 9 9:30 AM - 11:18 AM
11:30 AM or 12:00 N	Thu Dec 10 11:30 AM - 1:18 PM
12:30 or 1:00 PM	Mon Dec 7 11:30 AM - 1:18 PM
1:30 or 2:00 PM	Tue Dec 8 1:30 PM - 3:18 PM
2:30 or 3:00 PM	Wed Dec 9 1:30 PM - 3:18 PM
3:30 or 4:00 PM	Thu Dec 10 3:30 PM - 5:18 PM
4:30 or 5:00 PM	Wed Dec 9 3:30 PM - 5:18 PM

CLASSES MEETING WITH TUESDAY AS THE FIRST MEETING TIME OF THE FIRST WHOLE WEEK (or TUE in combination)

AT THESE TIMES:	WILL HAVE THEIR FINALS ON:
7:30 or 8:00 AM	Tue Dec 8 7:30 AM - 9:18 AM
8:30 or 9:00 AM	Wed Dec 9 7:30 AM - 9:18 AM
9:30 or 10:00 AM	Thu Dec 10 9:30 AM - 11:18 AM
10:30 or 11:00 AM	Mon Dec 7 9:30 AM - 11:18 AM
11:30 AM or 12:00 N	Tue Dec 8 11:30 AM - 1:18 PM
12:30 or 1:00 PM	Wed Dec 9 11:30 AM - 1:18 PM
1:30 or 2:00 PM	Thu Dec 10 1:30 PM - 3:18 PM
2:30 or 3:00 PM	Mon Dec 7 1:30 PM - 3:18 PM
3:30 or 4:00 PM	Tue Dec 8 3:30 PM - 5:18 PM
4:30 or 5:00 PM	Mon Dec 7 3:30 PM - 5:18 PM

NOTE: Classes starting on Wednesday or Thursday (during a full week), and meeting for more than one hour, are treated as exceptions and must schedule their exams according to the second hour of class.

Students should confirm examination periods for classes with each instructor before making other commitments during finals week. Instructors shall announce any approved deviation to the published final examination schedule during the first week of classes and make arrangements for students with exam conflicts created by such deviation.

Classes starting with **Monday or Tuesday** in the meeting days **must use the first hour** of the class period to determine their final examination time.

Classes starting with **Wednesday or Thursday** in the meeting days, and meeting for more than 1 hour, **must use the second hour** of the class period to determine the exam hour. For example, a class that meets on WRF from 1:30 to 3 p.m. should use 2:30 p.m. instead of 1:30 p.m. to determine the time for the final exam. Classes starting on Wednesday will use the above Monday pattern, and classes starting on Thursday will use the above Tuesday pattern.

Classes starting on Wednesday or Thursday for one hour may have a conflict with M or T classes. Contact the Instructor or the Scheduling Office to determine conflicts.

For classes that meet on Friday or Saturday only, instructors should ask their department scheduling contact to arrange a time and a room for the final exam.

Classes that meet on the hour are assumed to have started at the beginning of the previous half hour. A MWF 8:00 a.m. class will have the same exam time as a MWF 7:30 a.m. class.

COMMON EVENING FINAL EXAMS
Common final examinations will be given as an exception to the listed schedule when approved by department chairpersons, deans, and the Scheduling Office. An announcement is made to the class during the first week of classes that a common final exam will be given. The departments who offer common exams must provide an alternate exam time and work to resolve conflicts generated by common final examinations

Common final examinations are restricted to evening hours of 5:30 - 7:18 p.m. and 7:30 - 9:18 p.m. during the first three days of the examination period. All requests for common finals should have College and Departmental approval and be submitted in writing to the Scheduling Office by April 13, 2009.

EVENING CLASSES
Classes that start at 5:30 p.m. or after are scheduled for a two-hour final exam at class time on the first class meeting day that falls within finals week. Classes in large rooms may need to move to a 5:30 or 7:30 pm start time.

Instructors Note: For evening classes that meet for less than two hours, and start at 5:30

or 6:30 pm, your exam time will be assigned in coordination with the department. Your department contact may initiate a request to the Scheduling Office (witter.21@osu.edu) for a change of final exam time.

FINAL EXAM DAY/TIME/ROOM
Confirmation of finals scheduled will be given to departments during the 8th week of the quarter. Please review to ensure accuracy.

WEEKEND EXAMINATIONS
Weekend University courses should have their final examinations on the last class meeting date in the regularly scheduled classroom.

OSU LIMA, MANSFIELD, MARION, NEWARK, AND ATI EXAMINATIONS
The final examination schedule for OSU Lima, Mansfield, Marion, Newark, and ATI will be published separately by each campus office.