

MIAMI UNIVERSITY - FINAL EXAMINATION WEEK SCHEDULE - OXFORD CAMPUS

Effective FALL 2009: Updated November 13, 2009

Oxford courses that meet group final examination criteria were determined by enrollment as of Friday, July 31.

Notes:

1. Final examination meeting times are based on the **first day** and **first time** the class meets.
2. If the class is a lecture/lab combination, use the first time the **lecture** portion meets.
3. Not all classes meet the exact times of the standard timeblock. A class with a start time that is **after**, but falls within, the designated timeblock for corresponding days, should use that scheduled slot for the final examination.
4. Except for group final examinations, final examinations are held in the room where the class regularly meets.

	Examination Day:	Monday, December 14	Tuesday, December 15	Wednesday, December 16	Thursday, December 17	Friday, December 18
Examination Time:		<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
8:00 - 10:00	1	8:00 a.m. M and/or W and/or F; also 8:00 a.m. 4-5 days M-F	8:00 a.m. T and/or Th	Group Exam # 4	Group Exam # 5	9:05 a.m. M and/or W and/or F; also 9:05 a.m. 4-5 days M-F
10:15 - 12:15	2	Group Exam # 1	Group Exam # 3	9:30 or 10:10 a.m. M and/or W and/or F; also 9:30 or 10:10 a.m. 4-5 days M-F	9:05 or 9:30 or 10:10 a.m. T and/or Th	2:15 p.m. M and/or W and/or F; also 2:15 p.m. 4-5 days M-F
12:30 - 2:30	3	11:15 a.m. M and/or W and/or F; also 11:15 a.m. 4-5 days M-F	11:15 a.m. or 12:20 p.m. T and/or Th	12:20 or 12:45 or 1:10 p.m. M and/or W and/or F; also 12:45 p.m. 4-5 days M-F	12:45 p.m. T and/or Th	Group Exam # 7
3:00 - 5:00	4	4:10 or 4:25 p.m. M and/or W and/or F; also 3:45 p.m. or 4:10 p.m. 4-5 days M-F	2:15 p.m. T and/or Th	3:20 p.m. M and/or W and/or F; also 3:20 p.m. 4-5 days M-F	3:20, 3:45 or 4:10 p.m. T and/or Th	Fall Commencement Oxford, 3:00 p.m.
5:30 - 7:30	5	Group Exam # 2	Classes meeting twice weekly, 5:30 p.m. or after T,Th	Classes meeting twice weekly, 5:30 p.m. or after M,W	Group Exam # 6	Friday night and Saturday classes have their final examination at their regular class meeting time.
7:45 - 9:45	6	Classes meeting Mondays only, 5:30 p.m. or later	Classes meeting Tuesdays only, 5:30 p.m. or later	Classes meeting Wednesdays only, 5:30 p.m. or later	Classes meeting Thursdays only, 5:30 p.m. or later	

Final grades are due within 72 hours of the completion of each final examination and no later than 12:00 noon, Tuesday, December 22.

Final Examination Information

Final examination week begins on the Monday following the end of classes and extends through the following Saturday. The Saturday and Sunday between the end of classes and the beginning of final examinations have been designated 'study days'.

MUPIM 2009-2010: 10.3.A Final Examinations

Final examinations are expected in all undergraduate courses unless other evaluative substitute procedures have been approved by the department chair or dean of the division. Final examinations or duly approved substitutions may be completed during the final examination week. Neither final examinations nor tests of fifty (50) minutes or of greater length shall be given during the seven (7) calendar days preceding the first study day of the final examination period.

The above regulations do not apply to laboratory final examinations.

No final examination, including a laboratory final examination, may be given during study days. Final examinations in accelerated or sprint courses that end with the last week of classes must be given during the final examination week. Exceptions to these rules require the approval of the department chair, academic dean, and the Provost.

Conflicts & Excessive Final Examinations

- A **Conflict** occurs when a student has two or more final examinations scheduled at the same time.
Conflicts are to be adjusted based on the course whose subject three-letter abbreviation is nearest the **beginning*** of the alphabet for fall semester, or **end*** of the alphabet for spring semester. *If the conflict is a result of one course instructor changing their final examination day/time, the instructor who changed their day/time must work out conflicts their students encounter.*
- **Excessive Final Examinations** occur when a student has four or more final examinations scheduled within a 24 hour period per [MUPIM: 10.3.B](#):
For instances of excessive final examinations, the course whose subject three-letter abbreviation is nearest the **beginning*** of the alphabet for fall semester, or **end*** of the alphabet for spring semester, needs to be adjusted. A final examination may be changed to a later time with the consent of the instructor. It may only be advanced to an earlier time with the consent of both the instructor and the dean of the division in which the course is given.

*If both courses are within the same department, the highest course number is adjusted.

Due dates for take-home final examinations or other duly approved substitutions are included in determining conflicts or excessive final examinations. Study days are to be observed per **MUPIM: 10.3.A**. See above.

Note: A student, who has a Conflict or Excessive Final Examinations and would like to move an examination, should contact the instructor whose examination would move no less than three weeks before final examination week begins.

Grades are due 72 hours after completion of the final examination. Bannerweb will be available for grade input from 8:30 a.m. on the Friday prior to final examination week, until noon on Tuesday after final examination week. Summer final examinations are typically given the last class meeting. Specific grade submission and accessibility dates on Bannerweb for all semesters are published on the Registrar's web site: [Grade Submission Dates](#)

Group Final Examinations

Guidelines for final examinations have been approved by University Senate and the divisional lead schedulers – including the group final examination definitions. Eligibility for a group final examination is based upon the following criteria:

- 3 or 4 sections of the same course with total enrollment of 200+

OR

- 5 or more sections of the same course regardless of enrollment

Approximately three weeks prior to the start of the fall and spring semesters, group final examination eligibility will be determined based on registration numbers. *If the criteria are not met, classes will examine at their appropriate final examination time based upon the day and time each section meets per the Final Examination Schedule.*

Final Examination Meeting Times

Final examinations for fall and spring semesters are given at the time listed on the final examination schedule developed by the Office of the Registrar. (Summer final examinations are typically given the last class meeting.) Except for group final examinations, final examinations are held in the room where the class regularly meets.

- If you will be giving a duly approved substitute (i.e.: portfolio/final presentation) in lieu of a traditional final examination during final examination week, please notify the Office of the Registrar by completing the [Won't Be Using Classroom Space](#) form.
- Instructors wishing to change their final examination day/time must complete the [Change of Final Examination](#) form, which requires the approval of the department chair and the academic dean per [MUPIM: 10.3.B](#):
Instructors choosing this option are responsible for checking with their students to ensure there are no final examination conflicts by making this change. If conflicts occur, responsibility to make adjustments to accommodate the students falls on the instructor who opted to change their final examination day/time.

A [Room Request Form](#) should be submitted by the **department** to Room Scheduling to reserve rooms for make-up final examinations during final examination week:

Inquiries

Please submit inquiries to ClassroomScheduling@muohio.edu.

Prepared by the Office of the Registrar 8/24/09.