

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

MEMORANDUM)
NUMBER 26)

22 January 2024

Final examinations for the Spring semester will be given 6-10 May 2024.

***Please note that there is ONE exam period in the evening of Tuesday, 7 May 2024.

1. **Cadet Examination Procedures:**

- a. **Attention Potential May Graduates:** All potential May 2024 graduates with a graduation date of 16 May 2024 ***must*** complete all final examinations by 1130 on Thursday, 9 May 2024. Be sure to check your exam schedule well in advance to ensure this is possible.
- b. **Attention All Cadets:** You must take your examinations according to the published schedule.

Exceptions:

- 1) You may take a scheduled final examination with another section of the same course taught by the same instructor with the approval of the course instructor (no permit is necessary).
- 2) If you are scheduled for three examinations in a row, plan to graduate in May 2024, or have another compelling reason (compelling medical appointment, documented disability requiring a change, etc.), you may reschedule an exam. *Generally, medical appointments must be scheduled to avoid conflicts with Corps requirements and responsibilities, including final exams. Requests to change exam times for medical appointments must be compelling and are subject to disapproval.* To request an exam change you must submit the Exam Change form with instructor approval to the Dean's Assistant for Permits in 542 Scott Shipp Hall. Requests without instructor approval will be returned. **Requests to change exams to facilitate travel plans, employment and internship obligations or to attend family vacations will be disapproved. Frivolous requests will be forwarded to the Deputy Commandant for appropriate penalties.** Permits requesting a change for a compelling medical appointment, or a documented disability must be approved by the Institute Physician or the Director of the Miller Academic Center, respectively. ***Such permits must be submitted in person to the Dean's Assistant for Permits no later than Friday, 12 April 2024.***
- c. Report to your actual classroom no later than 10 minutes before the exam is scheduled to begin.
- d. Begin your examination at the time shown on the exam schedule.
- e. After completing the exam, turn it in to your instructor.
- f. If you are absent from a final examination without a valid reason, you will receive a grade of zero on the exam and a grade of "F" in the course.

REMINDER TO ALL CADETS: Withdrawal Deadlines

Completed paperwork for course withdrawal must be in the Registrar's Office by the following deadlines:

Spring 2024 Semester	<u>Course Change Deadlines:</u>
Last Day of Curriculum & Course Changes	Tuesday, 23-January at 1600
Last Day to Withdraw with W	Friday, 12-April at 1600
Last Day to Withdraw with W/WF	Thursday, 25-April at 1600
Automatic WF	If a cadet withdraws six or fewer calendar days prior to the last day of class an automatic grade of WF will be assigned - Friday, 26-April through 3-May

2. **Cadet Examination Schedule:**

- a. Examinations will be conducted according to the class times which appear on cadet weekly schedule.

Exam Days	Monday 6-May	Tuesday 7-May	Wednesday 8-May	Thursday 9-May	Friday 10-May
0830-1130	MWF 1100	TR 1250	MWF 1235	MWF 1435	MWF 1335
1400-1700	TR 0925	TR 1050	MWF 1000	MWF 0900	TR 1415
1900-2200	<i>Make Up</i>	TR 0800	<i>Make Up</i>	<i>Make Up</i>	<i>Make Up</i>

*** May degree candidates must take last exam by Thursday, 9-May at 1130 (Grades for May degree candidates are due in PostView by 1200 on Friday, 10- May.)

REMINDER: Grades will be posted for cadet access directly to PostView; cadets will have access to them after the last scheduled Institutional exam. All cadets will be required to access their grades directly thru the on-line Post View system. Grades will **not** be sent home.

FOR THE SUPERINTENDENT:

John M. Young
Colonel, Virginia Militia
Chief of Staff



**VIRGINIA MILITARY INSTITUTE
Lexington, Virginia**

EXAM SCHEDULE CHANGE REQUEST FORM INSTRUCTIONS:

- ** OBTAIN ALL SIGNATURES AND SUBMIT TO COL JEFF KENDRICK, DEAN'S ASSISTANT FOR PERMITS, IN 542 SCOTT SHIPP HALL, **NO LATER THAN THE CLOSE OF BUSINESS ON FRIDAY, 12 APRIL 2024.**
- ** SUBMIT A SEPARATE REQUEST FOR EACH EXAM SCHEDULE CHANGE.
- ** **ON REVERSE**, FILL IN YOUR ORIGINAL EXAM SCHEDULE AND DESIRED CHANGED EXAM SCHEDULE.
- ** INCOMPLETE CHANGE REQUEST FORMS WILL BE RETURNED TO THE CADET AND NOT COUNTED AS SUBMITTED UNTIL THE FORM IS RETURNED COMPLETE.

NAME _____ CLASS _____ VMI BOX # _____
(Please print legibly)

- _____ I plan to graduate in May 2024.
 - _____ My original exam schedule presents me with three exams in a row.
 - _____ Other – Please explain extenuating circumstances in detail. NOTE: Requests to change exams to facilitate travel plans or to attend family vacations will be disapproved.
- _____
- _____
- _____

Therefore, I request to change the scheduled exam period for _____ from _____
(Course Number) (Scheduled time/date)

TO: Scheduled makeup session on: Time: _____ Day: _____ Date: _____

OBTAIN THE FOLLOWING SIGNATURES:

Course Instructor: _____ Date: _____
(Please sign **AND PRINT** name)

Director of the Miller Academic Center : _____ Date: _____
(NOTE: Only for those cadets needing special testing accommodation)

Institute Physician: _____ Date: _____
(NOTE: Only for those cadets with medical exceptions.)

**SUBMIT THIS REQUEST TO COL Jeff Kendrick in 542 Scott Shipp Hall.
Verbal and email correspondences will NOT be accepted.**

ORIGINAL EXAM SCHEDULE:

Exam Days	Monday 6-May	Tuesday 7-May	Wednesday 8-May	Thursday 9-May	Friday 10-May
0830-1130	MWF 1100	TR 1250	MWF 1235	MWF 1435	MWF 1335
1400-1700	TR 0925	TR 1050	MWF 1000	MWF 0900	TR 1415
1900-2200	<i>Make Up</i>	TR 0800	<i>Make Up</i>	<i>Make Up</i>	<i>Make Up</i>

*** May degree candidates must take last exam by Thursday, 9-May at 1130

DESIRED EXAM SCHEDULE:

Exam Days	Monday 6-May	Tuesday 7-May	Wednesday 8-May	Thursday 9-May	Friday 10-May
0830-1130					
1400-1700					
1900-2200	<i>Make Up</i>		<i>Make Up</i>	<i>Make Up</i>	<i>Make Up</i>