

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

MEMORANDUM)  
NUMBER 27)

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. Reminders for Professors:

- a. Collect all course work other than the examination by 1600 hours on Friday, 3 May.  
**NOTE: Per VMI policy, all coursework must be submitted by the LAST DAY of classes and NO LATER.**
- b. **Faculty must submit all grades on-line thru the Post View system.** Deadline for all grades submissions will be by:  
**May Degree Candidates:** 1200 Friday, 10 May 2024  
**Non-Degree Candidates with No Final Exam:**  
1600 Thursday, 9 May 2024  
**Non-Candidates with a Comprehensive Final Exam:**  
1600 Thursday, 16 May 2024
- c. Please note: scheduled examinations may not be given at other than the scheduled time unless approved by the Dean's **Assistant for Permits: COL Jeff Kendrick.**
- d. Distribute your examinations at the beginning of your assigned examination time and collect them at the end of the period. Do not allow more than three hours' time. **YOU MUST REMAIN ON POST AND AVAILABLE TO CADETS DURING THE EXAM.**
- e. Posting of Grades - All cadets will have access to their grades on-line through Post View **as soon as they are posted.** In accordance with FERPA requirements, faculty should NOT be posting any grades for cadet viewing.
- f. Grades ***must*** be submitted for all registered cadets. (Incomplete grades will be accepted ***only for extenuating medical or emergency situations*** and must be approved by the Deputy Superintendent for Academics and Dean of the Faculty through submission of the Report of Incomplete Semester Grade Form on Etrieve. For additional information on Incomplete grades, please contact the Registrar's Office at extension 7213.
- g. Withdrawal Deadlines are as follows:

<b>Spring 2024 Semester</b>	<b><u>Course Change Deadlines:</u></b>
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

- h. Deadline for First Class Grades - **All grades for May degree candidates are due by 1200 on Friday, 10-May 2024.** Cadets will also be flagged on class lists as “G” for graduation candidate.
- i. Department Head Review - Please consult with your Department Head to determine if he/she wishes to review/receive grades prior to on-line submission.
- j. Deadlines - Faculty are expected to adhere to all specified grade deadlines. It is the responsibility of each faculty member to ensure that his/her grades are submitted by the established deadline in order to assure that cadets are certified for graduation and are provided with their grades in a timely manner.

2. Examination 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 2024.)

3. Rescheduling:

- a. If a cadet is scheduled for three examinations in a row, plans to graduate in May 2024, or has another compelling reason (compelling medical appointment, documented disability requiring a change, etc.), he/she may reschedule an exam by submitting a permit to the Dean’s Assistant for Permits, COL Jeff Kendrick, in person at 542 Scott Shipp Hall and the permit must contain the approval of the course instructor. 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. **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 an appropriate penalty** in line with Blue Book regulations. Permits requesting a change for a compelling medical appointment, or a documented disability must be signed 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.** Late and/or frivolous permits will be referred to the Deputy Commandant for appropriate penalty and may be disapproved.
- b. Should an instructor have a course with 50% or more of the class graduating in May and the scheduled final exam is after the published deadline, the instructor (after polling the class for a common open time) may submit ONE permit to the Dean’s Assistant for

Permits to reschedule the exam for the entire course. Those cadets NOT graduating and who cannot take the exam at the rescheduled time must take the exam at the regularly scheduled time. Cadets who are graduating and cannot take the exam at the rescheduled time must submit a permit to take the exam at another time before the deadline.

- c. If there are other sections of the same course taught by the same professor, cadets may reschedule an exam to any of those sections' exam times, **with permission of the instructor without submitting a permit.**

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>