VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

MEMORANDUM)
NUMBER 24) 11 January 2013

NOTE: TWO EVENING EXAMS WILL BE GIVEN THIS SEMESTER

Final examinations for the Spring semester will be given 4-11 May 2013.

1. **Cadet Examination Procedures:**

a. **Attention First Classmen:** All academic first classmen with a graduation date of May, 2013 ***must*** complete all final examinations by Noon on Thursday, 9 May. Be sure to check your exam schedule well in advance to insure 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 2013, or have another compelling reason (medical appointment, documented disability requiring a change, etc.), you may reschedule an exam by submitting a permit to COL Grigg Mullen, Dean's Office representative, 603 Nichols Engineering Hall through the course instructor. Requests to change exams to facilitate travel plans or to attend family vacations will be disapproved. If you are scheduled for three examinations in a row, and one is PS-344, MA-105, MA-106, MA-114, MA-123, MA-124, MA-125, MA-126, BI-101, BI-102, PY-160, PY-161, HI-103 or HI-104, you may not reschedule those courses to avoid three exams in a row. Permits requesting a change for a medical reason or a documented disability must be signed by Dr. Copeland or LTC Elaine Humphrey, respectively. Such permits must be submitted to COL Mullen no later than Friday, 19 April. Late permits will incur a penalty of 10-2-10 and may be disapproved.

3) For classes with exams scheduled after Thursday, 9 May at 1130 with 50% or more of the class planning to graduate in May, the instructor may submit a group permit to the Dean's Office to move the exam for the entire section to an earlier make-up period. In classes in which those planning to graduate in May total less than 50%, cadets must submit individual permits in accordance with paragraph 1.b.2). The deadline for rescheduling entire courses is Thursday, 18 April 2013.

c. Report to your classroom or previously announced examination area 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.

Use of Electronic Devices: Cadets are not allowed to use Personal Electronic Devices when taking an exam unless expressly authorized by the instructor. Computer Labs can be utilized for an exam provided that the internet connection has been disabled. If exam answers are to be saved while using a lab, the department will supply cadets with a clean device such as a thumb drive, CD or DVD.

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 deadline:

7 calendar days prior to the last class meeting of the course.

2. **Cadet Examination Schedule:**
   a. Examinations will be conducted according to the class times which appear on cadet weekly schedules (with the exception PS-344, MA-105, MA-106, MA-114, MA-123, MA-124, MA-125, MA-126, BI-101, BI-102, PY-160, PY-161, HI-103 and HI-104). PS-344, MA-105, MA-106, MA-114, MA-123, MA-124, MA-125, MA-126, BI-101, BI-102, PY-160, PY-161, HI-103 and HI-104 courses will take their exams according to the schedule below.

Exam Days	Saturday 4-May	Monday 6-May	Tuesday 7-May	Wednesday 8-May	Thursday 9-May	Friday 10-May	Saturday 11-May
0830-1130	Reading Day	MWF 1400	TR 0925	TR 1300	TR 0800	MWF 0800	TR 1050
1400-1700	Reading Day	Math 100-level, PS-344	MWF 1500	HI-103 HI-104	MWF 0900	MWF 1300	BI-101/102 PY-160/161
1900-2200	TR 1425	*Make Up*	MWF 1000	*Make Up*	*Make Up*	*Make Up*	

* Room assignments for PS-344, MA-105, MA-106, MA-114, MA-123, MA-124, MA-125, MA-126, BI-101, BI-102, PY-160, PY-161 and HI-100-level exams will be posted prior to exam week.
* May degree candidates must take last exam by Thursday, 9 May at Noon (Grades for May degree candidates are due at Noon on Friday, 10 May)

REMINDER: Grades will be posted for cadet access directly to Post View; 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 unless a cadet has specifically filed, in writing, for a paper copy through the Registrar's Office.

FOR THE SUPERINTENDENT:

Jeffrey H. Curtis
Colonel, USAF (Retired)
Chief of Staff

DIST: E, Cadets

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

EXAM SCHEDULE CHANGE REQUEST FORM INSTRUCTIONS:

- ** **OBTAIN ALL SIGNATURES AND SUBMIT TO COL GRIGG MULLEN, DEAN'S OFFICE REPRESENTATIVE, 603 NICHOLS ENGINEERING HALL, NO LATER THAN 19 APRIL 2013.**
- ** **SUBMIT A SEPARATE REQUEST FOR EACH EXAM SCHEDULE CHANGE.**
- ** **ON REVERSE, FILL IN YOUR ORIGINAL EXAM SCHEDULE AND DESIRED CHANGED EXAM SCHEDULE.**

NAME_____ CLASS_____ VMI BOX #_____
(Please print legibly)

_____ I plan to graduate in May, 2013.
_____ 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. (Use Other Side if Necessary) _____
_____
_____

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)

Disabilities Coordinator:_____ DATE:_____
(NOTE: Only for those cadets needing special testing accommodation) (Please sign and print name)

Dr. Copeland: _____ DATE:_____
(NOTE: Only for those cadets with medical exceptions.)

SUBMIT THIS FORM TO THE COL GRIGG MULLEN
(603 NICHOLS ENGINEERING)

ORIGINAL EXAM SCHEDULE:

Exam Days	Saturday 4-May	Monday 5-May	Tuesday 7-May	Wednesday 8-May	Thursday 9-May	Friday 10-May	Saturday 11-May
0830-1130	Reading Day	MWF 1400	TR 0925	TR 1300	TR 0800	MWF 0800	TR 1050
1400-1700	Reading Day	Math 100-level, PS-344	MWF 1500	HI-103 HI-104	MWF 0900	MWF 1300	BI-101/102 PY-160/161
1900-2200	TR 1425	*Make Up*	MWF 1000	*Make Up*	*Make Up*	*Make Up*	

DESIRED EXAM SCHEDULE:

Exam Days	Saturday 4-May	Monday 5-May	Tuesday 7-May	Wednesday 8-May	Thursday 9-May	Friday 10-May	Saturday 11-May
0830-1130							
1400-1700							
1900-2200		*Make Up*		*Make Up*	*Make Up*	*Make Up*	