VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

MEMORANDUM)
NUMBER 22) 29 March 2016

Final examinations for the Spring semester will be given 6-11 May 2016.
***Please note that there are only 5 days of exams with one exam period in the evening of Monday 9 May.

1. Reminders for Professors:
   a. Collect all course work other than the examination by 1600 hours on Wednesday, 4 May 2016.
   b. ***Faculty must submit all grades on-line thru the Post View system.*** Deadline for all grades submissions will be by 0900 on Monday, 16 May 2016.
   c. **Please note: "Take home" exams of any kind are prohibited and scheduled examinations may not be given at other than the scheduled time unless approved by the Dean.**
   d. Final examinations must be taken only in an academic building.
   e. 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. 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.
   g. Immediately report cadets absent from an examination to the Commandant's Office by telephone.
   h. Posting of Grades - All cadets will have access to their grades on-line through Post View after the *last scheduled Institutional exam*. In accordance with FERPA requirements, faculty should NOT be posting any grades for cadet viewing.
   i. Grades ***must*** be submitted for all registered cadets. (I)ncomplete 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. For additional information on Incomplete grades, please contact the Registrar's Office at extension 7213.
   j. Withdrawal Deadlines - Paperwork must be in the Registrar's Office 7 calendar days prior to the last class meeting of the course which the cadet is withdrawing from.
   k. Deadline for First Class Grades - **All grades for May degree candidates are due by 0900 on Wednesday, 11 May 2016.** Cadets will also be flagged on class lists as "G" for graduation candidate.
   l. Department Head Review - Please consult with your Department Head to determine if he/she wishes to review/receive grades prior to on-line submission.
   m. Deadlines - Faculty are expected to adhere to all specified grade deadlines. It is the responsibility of each faculty member to assure that his/her grades are submitted by

the established deadline in order to assure that cadets are provided with their grades in a timely manner.

2. Examination Schedule:

Exam Days	Friday 6-May	Saturday 7-May	Monday 9-May	Tuesday 10-May	Wednesday 11-May
0830-1130	TR 0925	MWF 1000	MWF 0900	TR 1050	MWF 0800
1400-1700	MWF 1500	TR 0800	MWF 1300	MWF 1400	TR 1300
1900-2200	*Make Up*	*Make Up*	**TR 1425**	*Make Up*	*Make Up*

*** May degree candidates must take last exam by Tuesday, 10 May at 1130 (Grades for May degree candidates are due at 0900 on Wednesday, 11 May)

3. Rescheduling:
   a. If a cadet is scheduled for three examinations in a row, plans to graduate in May 2016, or has another compelling reason (medical appointment, documented disability requiring a change, etc.), he/she may reschedule an exam by submitting a permit to COL Grigg Mullen, Dean's Office representative, 603 Nichols Engineering through the course instructor. Requests to change exams to facilitate travel plans or to attend family vacations will be disapproved. Permits requesting a change for a medical reason or a documented disability must be signed by Dr. Copeland or LTC Sarah Jones, respectively. Such permits must be submitted to COL Mullen no later than Friday, 22 April 2016. Late permits will incur a penalty of 10-2-10 and may be disapproved.

   b. However, 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:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

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Lexington, Virginia

EXAM SCHEDULE CHANGE REQUEST FORM INSTRUCTIONS:

- ** **OBTAIN ALL SIGNATURES AND SUBMIT TO COL GRIGG MULLEN, DEAN'S OFFICE REPRESENTATIVE, 603 Nichols Engineering, NO LATER THAN 22 APRIL 2016.**
- ** **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, 2016.**
_____ **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	Friday 6-May	Saturday 7-May	Monday 9-May	Tuesday 10-May	Wednesday 11-May
0830-1130	TR 0925	MWF 1000	MWF 0900	TR 1050	MWF 0800
1400-1700	MWF 1500	TR 0800	MWF 1300	MWF 1400	TR 1300
1900-2200	*Make Up*	*Make Up*	**TR 1425**	*Make Up*	*Make Up*

DESIRED EXAM SCHEDULE:

Exam Days	Friday 6-May	Saturday 7-May	Monday 9-May	Tuesday 10-May	Wednesday 11-May
0830-1130					
1400-1700					
1900-2200	*Make Up*	*Make Up*		*Make Up*	*Make Up*