

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

MEMORANDUM)  
NUMBER 07)

16 August 2017

Final examinations for the Fall semester will be given 15-20 December.

\*\*\*Please note that there are only 5 days of exams with one exam period in the evening of Monday 18 December.

**1. Cadet Examination Procedures:**

- a. **Attention Potential December Graduates:** All potential December 2017 graduates with a graduation date of December 20, 2017 ***must*** complete all final examinations by 1130 on Monday, 18 December. 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 December 2017, or have another compelling reason (medical appointment, documented disability requiring a change, etc.), you may reschedule an exam by submitting a permit to COL Charles Newhouse, Dean's Office representative, 622 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 Newhouse no later than Friday, 1 December. Late permits will incur a penalty of 10-2-10 and may be disapproved.
- 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.
- f. 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.
- g. 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.

Exam Days	Friday 15- Dec	Saturday 16 Dec	Monday 18 Dec	Tuesday 19 Dec	Wednesday 20 Dec
0830-1130	TR 0925	MWF 0900	TR 1300	MWF 1400	MWF 1300
1400-1700	MWF 1500	MWF 1000	TR 1425	MWF 0800	TR 0800
1900-2200	<i>Make Up</i>	<i>Make Up</i>	<b>TR 1050</b>	<i>Make Up</i>	<i>Make Up</i>

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December degree candidates must take last exam by Monday, 18 December at 1130 (Grades for December degree candidates are due at 0900 on Tuesday, 19 December).

**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:

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

DIST: B C



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**EXAM SCHEDULE CHANGE REQUEST FORM INSTRUCTIONS:**

- \*\* OBTAIN ALL SIGNATURES AND SUBMIT TO COL CHARLES NEWHOUSE, DEAN'S OFFICE REPRESENTATIVE, 622 NICHOLS ENGINEERING, NO LATER THAN THE CLOSE OF BUSINESS ON FRIDAY, 1 DECEMBER 2017.**
- \*\* 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 December 2017.
- \_\_\_\_\_ 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 COL CHARLES NEWHOUSE  
(622 Nichols Engineering)**

**ORIGINAL EXAM SCHEDULE:**

Exam Days	Friday 15 Dec	Saturday 16 Dec	Monday 18 Dec	Tuesday 19 Dec	Wednesday 20 Dec
0830-1130	TR 0925	MWF 0900	TR 1300	MWF 1400	MWF 1300
1400-1700	MWF 1500	MWF 1000	TR 1425	MWF 0800	TR 0800
1900-2200	<i>Make Up</i>	<i>Make Up</i>	<b>TR 1050</b>	<i>Make Up</i>	<i>Make Up</i>

**DESIRED EXAM SCHEDULE:**

Exam Days	Friday 15 Dec	Saturday 16 Dec	Monday 18 Dec	Tuesday 19 Dec	Wednesday 20 Dec
0830-1130					
1400-1700					
1900-2200	<i>Make Up</i>	<i>Make Up</i>		<i>Make Up</i>	<i>Make Up</i>