

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

MEMORANDUM)
NUMBER 08)

16 August 2017

Final examinations for the Fall semester will be given 15-20 December 2017.

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

1. Reminders for Professors:

- a. Collect all course work other than the examination by 1600 hours on Wednesday, 13 December 2017. **NOTE: Work submitted after this time should not be accepted.**
- b. ***Faculty must submit all grades on-line thru the Post View system.*** Deadline for all grades submissions will be by:
 - May Candidates:** 0900 on Tuesday, 19 December 2017
 - Non-Candidates:** 72 hours after close of semester or completion of final exam – ALL grades should be submitted by 1600 Saturday, 23 December.
- 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’s Office Rep. COL Charles Newhouse.**
- 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. (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.** For additional information on Incomplete grades, please contact the Registrar’s Office at extension 7213.
- j. Withdrawal Deadlines – Completed and approved withdrawal forms must be submitted to the Registrar’s Office 7 calendar days prior to the last class meeting of the course which the cadet is withdrawing from. Withdrawals in the last week are an automatic WF per VMI policy.
- k. Deadline for First Class Grades - **All grades for December degree candidates are due by 0900 on Tuesday, 19 December 2017.** 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 certified for graduation and are provided with their grades in a timely manner.

2. Examination 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>	TR 1050	<i>Make Up</i>	<i>Make Up</i>

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

3. Rescheduling:

- a. If a cadet is scheduled for three examinations in a row, plans to graduate in December 2017, or has another compelling reason (medical exception, documented disability requiring a change, etc.), he/she 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 2017. 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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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>	TR 1050	<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>