VIRGINIA MILITARY INSTITUTE
Lexington, Virginia
14 August 2023

Final examinations for the fall 2023 semester will be administered 16-21 December 2023. ***Please note that there are only 5 days of exams with TWO exam periods in the evening of Monday the 18th and Tuesday the 19th of December.

1. **Cadet Examination Procedures:**
   a. **Attention Potential December Graduates:** All potential December 2023 graduates with a graduation date of 21 December 2023 ***must*** complete all final examinations by 1130 on Tuesday, 19 December. Be sure to check your exam schedule well in advance to ensure 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 2023, or have another compelling reason (medical appointment, documented disability requiring a change, etc.), you may reschedule an exam. 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. To request an exam change you must submit the Exam Change form with instructor approval to the Dean's Assistant for Permits (COL Jeff Kendrick), Dean's Office representative, in 542 Scott Shipp Hall. Requests without instructor approval will be returned. **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 appropriate penalties. Permits requesting a change for a compelling medical appointment, or a documented disability must be approved by the Institute Physician or the Director of Cadet Counseling, respectively. Such permits must be submitted in person to the Dean's Assistant for Permits no later than 1600 on Tuesday, 14 November. Late and/or frivolous permits will be referred to the Deputy Commandant for appropriate penalty and may be disapproved.
   c. Report to your classroom at least 10 minutes prior to the scheduled exam start time.
   d. Begin your examination at the time shown on the exam schedule.
   e. After completing the exam, turn it in to your instructor.

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 deadlines:

Fall 2023 Semester	*Course Change Deadlines:*
Last Day of Curriculum & Course Changes	Tuesday, 5- September at 1600
Last Day to Withdraw with W	Friday, 17 – November at 1600
Last Day to Withdraw with W/WF	Friday, 8 – December
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

2. **Cadet Examination Schedule:**
   a. Examinations will be conducted according to the class times which appear on cadet weekly schedule.

Exam Days	Saturday 16-Dec	Monday 18-Dec	Tuesday 19-Dec	Wednesday 20-Dec	Thursday 21-Dec
0830-1130	TR 0800	MWF 0900	MWF 1000	MWF 1400	MWF 1500
1400-1700	TR 0925	TR 1050	MWF 1200	TR 1235	TR 1400
1900-2200	*Make Up*	MWF 1300	MWF 1100	*Make Up*	*Make Up*

*** December degree candidates must take their last exam by Tuesday, 19 December at 1130 (Grades for degree candidates are due in PostView by 0900 on Wednesday, 20 December.)

REMINDER: Grades will be posted for cadet access directly to PostView; 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.