



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. Reminders for Professors:

- a. Collect all course work other than the examination by 1600 hours on Thursday, 14 December. **NOTE: Per VMI policy, all coursework must be submitted by the last day of classes and NO LATER.**
- b. ***Faculty must submit all grades on-line thru the Post View system.***  
Deadline for all grades submissions will be by:  
**December Degree Candidates:** 0900 on Wednesday, 20 December  
**Non-Degree Candidates with No Final Exam:**  
1200 on Tuesday, 19 December  
**Non-Candidates with a Comprehensive Final Exam:**  
1200 on Wednesday, 27 December
- c. **Please note: examinations may not be administered any time other than the scheduled time unless approved by the Dean's Office Rep. COL Jeff Kendrick.**
- d. 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. **YOU MUST REMAIN ON POST AND AVAILABLE TO CADETS DURING THE EXAM.**
- e. 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.
- f. 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 in Etrieve. For additional information on Incomplete grades, please contact the Registrar's Office at extension 7213.
- g. Withdrawal Deadlines are as follows:

<u>Fall 2023 Semester</u>	<u>Course Change Deadlines:</u>
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

- h. Deadline for First Class Grades - **All grades for December degree candidates are due by 0900 on Wednesday, 20 December**. Cadets will be flagged on class lists as “G” for graduation candidate.
- i. Department Head Review - Please consult with your Department Head to determine if he/she wishes to review/receive grades prior to on-line submission.
- j. 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	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	<i>Make Up</i>	MWF 1300	MWF 1100	<i>Make Up</i>	<i>Make Up</i>

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

3. Rescheduling:

- a. If a cadet is scheduled for three examinations in a row, plans to graduate in December, 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 Jeff Kendrick, Dean's Office representative, in person at 542 Scott Shipp Hall and the permit must contain the approval of the course instructor. Requests to change exams to facilitate travel plans, employment obligations or to attend family vacations will be disapproved. Permits requesting a change for a medical reason, or a documented disability must be approved by the Institute Physician or the Director of Cadet Counseling. Such permits must be submitted in person to COL Kendrick no later than 1600 on Tuesday, 14 November. Late permits will incur a penalty and may be disapproved.

- b. Should an instructor have a course with 50% or more of the class graduating in December and the scheduled final exam is after the published deadline, the instructor (after polling the class for a common open time) may submit ONE permit to COL Kendrick to reschedule the exam for the entire course. Those cadets NOT graduating and who cannot take the exam at the rescheduled time must take the exam at the regularly scheduled time. Cadets who are graduating and cannot take the exam at the rescheduled time must submit an individual permit to take the exam at another time before the deadline.
- c. Instructors may allow a cadet to sit for an examination with another section of the same course taught by the instructor. These changes do not require submission of a request for a permit.