



VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

EXAM SCHEDULE CHANGE REQUEST FORM INSTRUCTIONS:

- ** OBTAIN ALL SIGNATURES AND SUBMIT TO COL JEFF KENDRICK, DEAN'S OFFICE REPRESENTATIVE, IN 542 SCOTT SHIPP HALL, NO LATER THAN 1600 ON 14 NOVEMBER.
- ** SUBMIT A SEPARATE REQUEST FOR EACH EXAM SCHEDULE CHANGE.
- ** ON REVERSE, FILL IN YOUR ORIGINAL EXAM SCHEDULE AND DESIRED CHANGED EXAM SCHEDULE.
- ** INCOMPLETE CHANGE REQUEST FORMS WILL BE RETURNED TO THE CADET AND NOT COUNTED AS SUBMITTED UNTIL THE FORM IS RETURNED COMPLETE.

NAME _____ CLASS _____ VMI BOX # _____
(Please print legibly)

- _____ I plan to graduate in December.
 - _____ 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 employment, travel plans or to attend family vacations will be disapproved.
- _____
- _____

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 cadets requesting special testing accommodation) (Please sign and print name)

Institute Physician: _____ DATE: _____
(NOTE: Only for cadets requesting medical exceptions.)

SUBMIT THIS REQUEST TO COL Jeff Kendrick in 542 Scott Shipp Hall. Verbal and email correspondence will NOT be accepted.

ORIGINAL EXAM 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 19 December at 1130

DESIRED EXAM SCHEDULE:

Exam Days	Saturday 16-Dec	Monday 18-Dec	Tuesday 19-Dec	Wednesday 20-Dec	Thursday 21-Dec
0830-1130					
1400-1700					
1900-2200					