



VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia  
24 July 2025

Final examinations for the Fall 2025 semester will be administered 13-18 December 2025.

\*\*\*Please note that there are only 5 days of exams with ONE exam period in the evening of Monday, 15-December.\*\*\*

1. Reminders for Instructors:

- a. Collect all course work other than the examination by 1600 hours on Thursday, 11-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 Post View.* Deadlines for all grades submissions are:  
**December Degree Candidates:** 0900 on Wednesday, 17-December  
**Non-Degree Candidates with No Final Exam:** 1200 on Tuesday, 16-December  
**Non-Candidates with a Comprehensive Final Exam:** 1200 on Friday, 26-December
- c. **Please note: examinations may not be administered any time other than the scheduled time unless approved by the Dean's Assistant for Permits, COL Jeff Kendrick.**
- d. Distribute examinations at the beginning of the 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 through PostView after the last scheduled Institutional exam. In accordance with FERPA requirements, faculty CANNOT publicly post 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. Deadlines - Faculty are expected to adhere to all specified grade deadlines. It is the responsibility of each faculty member to ensure his/her grades are submitted by the established deadline so cadets are certified for graduation and are provided with their grades in a timely manner.
- h. Department Head Review - Please consult with your Department Head to determine if he/she wishes to review/receive grades prior to online submission.

- i. Withdrawal Deadlines are as follows:

<u><b>Fall 2025 Semester</b></u>	<u><b>Course Change Deadlines:</b></u>
Last Day of Curriculum & Course Changes	Wednesday, 3-September at 1600
Last Day to Withdraw with W	Friday, 14-November at 1600
Last Day to Withdraw with W/WF	Friday, 5-December at 1600
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. Saturday, 6-December – Thursday, 11-December at 1600

2. Examination Schedule:

Exam Days	Saturday 13-Dec	Monday 15-Dec	Tuesday 16-Dec	Wednesday 17-Dec	Thursday 18-Dec
0830-1130	TR 0800	MWF 0900	MWF 1000	MWF 1435	MWF 1100
1400-1700	TR 0925	TR 1050	MWF 1235	TR 1250	TR 1415
1900-2200	<i>Make Up</i>	MWF 1335	<i>Make Up</i>	<i>Make Up</i>	<i>Make Up</i>

\*\*\* December degree candidates must complete their last exam by Tuesday, 16-December at 1130 (Grades for degree candidates are due in Post View by 0900 on Wednesday, 17-December.)\*\*\*

3. Rescheduling:

- 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.), s/he may reschedule an exam by submitting a permit to COL Jeff Kendrick, Dean's Assistant for Permits via Etrieve [here](#). Instructors must approve requests on Etrieve for them to be considered. ***Requests to change exams to facilitate travel plans, complete employment obligations, or 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 no later than COB Friday, 7 November. Late permits will incur a penalty and may be disapproved.
- 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 a request via email to COL Kendrick ([kendrickjw@vmi.edu](mailto:kendrickjw@vmi.edu)) 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 via Etrieve [here](#) 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 an exam change request.