

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

5 January 2026

MEMORANDUM NUMBER 23

Final examinations for the Spring 2026 semester will be administered 7-12 May 2026.

1. Cadet Examination Procedures:

- a. **Attention Potential May Graduates:** All potential May 2026 graduates with a graduation date of 17 May 2026 **must** complete all final examinations by 1130 on Monday 11 May. 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 May 2026, 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 (i.e. not routine) and are subject to disapproval. To request an exam change you must submit the Exam Change form with instructor approval **on Etrieve [here](#)**. **Requests to change exams to facilitate travel plans, employment and most internship obligations* or to attend family vacations or personal leave will be disapproved.** (*Highly qualified cadets who receive a prestigious nationally or internationally competitive internship may request to change exams necessary to participate in the internship. Such cadets should reach out to the Dean's Assistant for Permits to discuss their options.) 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. Requests by NCAA Athletes must be approved by the Assistant Athletic Director for Cadet-Athlete Success. Permits must be submitted **via Etrieve [here](#)** no later than COB Friday 10 April. Late and/or frivolous permits will be referred to the Deputy Commandant for appropriate penalty and may be disapproved.
- c. Report to your classroom no later than 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:

<u>Spring 2026 Semester</u>	<u>Course Change Deadlines:</u>
Last Day of Curriculum & Course Changes	Friday 23-January at 1600
Last Day to Withdraw with W	Monday 13-April at 1600
Last Day to Withdraw with W/WF	Friday 24 April 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 – Monday 27-April through Monday 04 May at 1600

2. Cadet Examination Schedule:

a. Examinations will be conducted according to the class times which appear on cadet weekly schedule.

Exam Days	Thursday 7-May	Friday 8-May	Saturday 9-May	Monday 11-May	Tuesday 12-May
0830-1130	MWF 1100	TR 1250	MWF 1335	MWF 1235	MWF 1435
1400-1700	TR 0925	TR 1050	TR 1415	MWF 1000	MWF 0900
1900-2200	<i>Make Up</i>	TR 0800	<i>Make Up</i>	<i>Make Up</i>	<i>Make Up</i>

*** May degree candidates must take their last exam by Monday 11 May at 1130
(Grades for degree candidates are due in PostView by 1200 Tuesday 12 May)

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 through PostView.

FOR THE SUPERINTENDENT:

Travis Homiak
Col., (Ret.) USMC
Chief of Staff