

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

5 January 2026

MEMORANDUM NUMBER 24

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

1. Reminders for Professors:

- a. Collect all course work other than the examination by 1600 hours on Wednesday 5 May.
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 through PostView.** Deadline for all grades submissions will be by:

May Degree Candidates: 1200 Tuesday 12 May 2026

Non-Degree Candidates with No Final Exam: 1200 Saturday 9 May 2026

Non-Candidates with a Comprehensive Final Exam: 1200 Saturday 16 May 2026

- c. Please note: scheduled examinations may not be given at other than the scheduled time unless approved by the Dean's Assistant for Permits.
- 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 through Post View after the last scheduled Institutional exam. In accordance with FERPA requirements, faculty should NOT publicly post any grades for cadet viewing.
- f. Grades **must** be submitted for all registered cadets. (I)ncomplete 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 on Etrieve. For additional information on Incomplete grades, please contact the Registrar's Office at extension 7213.
- g. Deadline for First Class Grades - **All grades for May degree candidates are due by 1200 on Tuesday 12-May 2026.**
- h. Department Head Review - Please consult with your Department Head to determine if he/she wishes to review/receive grades prior to on-line submission.
- i. Deadlines - Faculty are required to adhere to all specified grade deadlines. It is the responsibility of each faculty member to ensure that 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.

j. Reminder: Withdrawal Deadlines are as follows:

<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. Examination 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 last exam by Monday 11 May at 1130. (Grades for May degree candidates are due in PostView by 1200 on Tuesday 12 May 2026.) ***

3. Rescheduling Exams:

- Faculty may not reschedule exams without approval from the Dean's Assistant for Permits.
- If a cadet is scheduled for three examinations in a row, plans to graduate in May 2026, or has another compelling reason (medical appointment, documented disability requiring a change, etc.), they 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 cadets 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 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. Should an instructor have a course with 50% or more of the class graduating in May 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 the Dean's Assistant for Permits 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 a permit to take the exam at another time before the deadline. Faculty requiring such a permit should contact the Dean's Assistant for Permits.
- d. If there are other sections of the same course taught by the same professor, cadets may reschedule an exam to any of those sections' exam times, **with permission of the instructor without submitting a permit.**

FOR THE SUPERINTENDENT:

Travis Homiak
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Chief of Staff