



VIRGINIA MILITARY INSTITUTE
Lexington, Virginia
7 January 2021

Final examinations for the Spring semester will be given 6-11 May 2021.

***Please note that there are only 5 days of exams with one exam period in the evening of Thursday, 6 May 2021

1. Cadet Examination Procedures:

- a. **Attention Potential May Graduates:** All potential May 2021 graduates with a graduation date of 16 May 2021 **must** complete all final examinations by 1130 on Monday, 10 May. Be sure to check your exam schedule well in advance to insure 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 2021, or have another compelling reason (medical appointment, documented disability requiring a change, not in Eastern Time Zone, etc.), you may request to reschedule an exam. To request an exam change, you must submit the exam change permit request **with** instructor approval to LTC Jeff Kendrick, Dean's Office representative, kendrickjw@vmi.edu. **Requests without instructor approval will be returned.** 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 Dr. Copeland or LTC Sarah Jones, respectively. Such permits must be submitted electronically to LTC Kendrick no later than Monday, 12 April. Late permits will incur a penalty of 10-2-10 and may be disapproved.
- c. Report to your "virtual classroom," actual classroom or previously announced online examination area no later than 10 minutes before the exam is scheduled to begin.
- 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 2021 Semester</u>	<u>Course Change Deadlines:</u>
Last Day of Curriculum & Course Changes	Thursday, 28- January at 1600
Last Day to Withdraw with W	Thursday, 8- April at 1600
Last Day to Withdraw with W/WF	8-April through 7 days prior to last scheduled class meeting
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

1. **Cadet Examination Schedule:**

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

Exam Days	Thursday 6-May	Friday 7-May	Saturday 8-May	Monday 10-May	Tuesday 11-May
0830-1130	MWF 0905	MWF 1325	TR 0800	TR 0930	MWF 1430
1400-1700	MWF 0800	TR 1100	MWF 1010	TR 1335	MWF 1535
1900-2200	TR 1505	<i>Make Up</i>	<i>Make Up</i>	<i>Make Up</i>	<i>Make Up</i>

*** May degree candidates must take last exam by Monday, 10 May at 1130 (Grades for May degree candidates are due in Postview by 0900 on Tuesday, 11 May.)

REMINDER: Grades will be posted for cadet access directly to Post View; cadets will have access to them after the last scheduled Institutional exam. All cadets will be required to access their grades directly thru the on-line Post View system. Grades will ***not*** be sent home unless a cadet has specifically filed, in writing, for a paper copy through the Registrar's Office.