



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. Reminders for Professors:

- a. Collect all course work other than the examination by 1600 hours on Tuesday, 4 May 2021. **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 thru the Post View system.***
 Deadline for all grades submissions will be by:
May Degree Candidates: 0900 on Tuesday, 11 May 2021
Non-Degree Candidates with No Final Exam:
 1600 Friday, 7 May 2021
Non-Candidates with a Comprehensive Final Exam:
 1600 Friday, 14 May 2021
- c. **Please note: scheduled examinations may not be given at other than the scheduled time unless approved by the Dean’s Office Rep. LTC Jeff Kendrick.**
- 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.
- e. Posting of Grades - All cadets will have access to their grades on-line through Post View after the *last scheduled Institutional exam*. In accordance with FERPA requirements, faculty should NOT be posting 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**. For additional information on Incomplete grades, please contact the Registrar’s Office at extension 7213.
- g. Withdrawal Deadlines are as follows:

<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

- h. Deadline for First Class Grades - **All grades for May degree candidates are due by 0900 on Tuesday, 11 May 2021**. Cadets will also be flagged on class lists as “G” for graduation candidate.
- i. Department Head Review - Please consult with your Department Head to determine if he/she wishes to review/receive grades prior to on-line submission.
- j. Deadlines - Faculty are expected to adhere to all specified grade deadlines. It is the responsibility of each faculty member to assure that his/her grades are submitted by the established deadline in order to assure that cadets are certified for graduation and are provided with their grades in a timely manner.

2. Examination Schedule:

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.)

3. Rescheduling:

- a. If a cadet is scheduled for three examinations in a row, plans to graduate in May 2021, or has another compelling reason (medical exception, documented disability requiring a change, not in Eastern Time Zone, etc.), he/she may request to reschedule an exam. To request an exam change, cadets must submit the exam change permit request and instructor approval to LTC Jeff Kendrick, Dean’s Office representative. 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 signed by Dr. Copeland or LTC Sarah Jones, respectively. Such permits must be submitted electronically to LTC Kendrick no later than Monday, 12 April 2021. Late permits will incur a penalty of 10-2-10 and may be disapproved.

- b. However, 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.**