



VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

EXAM SCHEDULE CHANGE REQUEST FORM INSTRUCTIONS:

- ** OBTAIN ALL SIGNATURES AND SUBMIT TO LTC JEFF KENDRICK, DEAN'S OFFICE REPRESENTATIVE, kendrickjw@vmi.edu, NO LATER THAN THE CLOSE OF BUSINESS ON MONDAY, 12 APRIL 2021.
- ** SUBMIT A SEPARATE REQUEST FOR EACH EXAM SCHEDULE CHANGE.
- ** ON REVERSE, FILL IN YOUR ORIGINAL EXAM SCHEDULE AND DESIRED CHANGED EXAM SCHEDULE.

NAME _____ CLASS _____ VMI BOX # _____
(Please print legibly)

- _____ I plan to graduate in May 2021.
 - _____ My original exam schedule presents me with three exams in a row.
 - _____ Other – Please explain extenuating circumstances in detail. NOTE: Requests to change exams to facilitate travel plans or to attend family vacations will be disapproved.
- _____
- _____

Therefore, I request to change the scheduled exam period for _____
from _____
(Course Number) (Scheduled time/date)

TO: Scheduled makeup session on:
Time: _____ Day: _____ Date: _____

OBTAIN THE FOLLOWING SIGNATURES:

Course Instructor: _____ DATE: _____
(Please sign and print name)

Disabilities Coordinator: _____ DATE: _____
(NOTE: Only for those cadets needing special testing accommodation) (Please sign and print name)

Dr. Copeland: _____ DATE: _____
(NOTE: Only for those cadets with medical exceptions.)

SEND THIS REQUEST TO kendrickjw@vmi.edu in a single email. Include all correspondences in the single email. Verbal correspondences will not be accepted.

ORIGINAL EXAM 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.)

DESIRED EXAM SCHEDULE:

Exam Days	Thursday 6 May	Friday 7 May	Saturday 8 May	Monday 10 May	Tuesday 11 May
0830-1130					
1400-1700					
1900-2200		<i>Make Up</i>	<i>Make Up</i>	<i>Make Up</i>	<i>Make Up</i>