



VIRGINIA MILITARY INSTITUTE

Lexington, Virginia

5 January 2023

Final examinations for the Spring semester will be given 6-11 May 2023.

\*\*\*Please note that there are only 5 days of exams with TWO exam periods in the evening of Monday, 8 May and Tuesday, 9 May 2023.

**1. Cadet Examination Procedures:**

- a. **Attention Potential May Graduates:** All potential May 2023 graduates with a graduation date of 16 May 2023 **must** complete all final examinations by 1130 on Wednesday, 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 2023, or have another compelling reason (**compelling** 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 and are subject to disapproval.** To request an exam change you must submit the Exam Change form with instructor approval to **the Dean's Assistant for Permits**, Dean's Office representative, in 542 Scott Shipp Hall. Requests without instructor approval will be returned. **Requests to change exams to facilitate travel plans, employment and internship obligations or to attend family vacations will be disapproved.** Frivolous requests will be forwarded to the **Deputy Commandant for appropriate penalties**. 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. Such permits must be submitted in person to **the Dean's Assistant for Permits** no later than Wednesday, 12 April. Late **and/or frivolous** permits will be referred to the **Deputy Commandant for appropriate penalty** and may be disapproved.
- c. Report to your actual classroom 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><i>Spring 2023 Semester</i></u>	<u><i>Course Change Deadlines:</i></u>
Last Day of Curriculum & Course Changes	Wednesday, 25- January at 1600
Last Day to Withdraw with W	Wednesday, 12- April at 1600
Last Day to Withdraw with W/WF	27- 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

**2. Cadet Examination Schedule:**

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

Exam Days	Saturday 6-May	Monday 8-May	Tuesday 9-May	Wednesday 10-May	Thursday 11-May
0830-1130	MWF 1100	TR 1235	MWF 1200	MWF 1400	MWF 1500
1400-1700	TR 0925	TR 1050	MWF 1000	MWF 0900	TR 1400
1900-2200	<i>Make Up</i>	TR 0800	MWF 1300	<i>Make Up</i>	<i>Make Up</i>

\*\*\* May degree candidates must take last exam by Wednesday, 10 May at 1130 (Grades for May degree candidates are due in PostView by 1200 on Thursday, 11 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 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.