



VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

EXAM SCHEDULE CHANGE REQUEST FORM INSTRUCTIONS:

- ** OBTAIN ALL SIGNATURES AND SUBMIT TO LTC JEFF KENDRICK, **DEAN'S ASSISTANT FOR PERMITS**, IN 542 SCOTT SHIPP HALL, NO LATER THAN THE CLOSE OF BUSINESS ON WEDNESDAY, 12 APRIL 2023.
- ** SUBMIT A SEPARATE REQUEST FOR EACH EXAM SCHEDULE CHANGE.
- ** ON REVERSE, FILL IN YOUR ORIGINAL EXAM SCHEDULE AND DESIRED CHANGED EXAM SCHEDULE.
- ** INCOMPLETE CHANGE REQUEST FORMS WILL BE RETURNED TO THE CADET AND NOT COUNTED AS SUBMITTED UNTIL THE FORM IS RETURNED COMPLETE.

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

- _____ I plan to graduate in May 2023.
 - _____ 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)

Director of Cadet Counseling: _____ DATE: _____
(NOTE: Only for those cadets needing special testing accommodation) (Please sign and print name)

Institute Physician: _____ DATE: _____
(NOTE: Only for those cadets with medical exceptions.)

SUBMIT THIS REQUEST TO LTC Jeff Kendrick in 542 Scott Shipp Hall. Verbal and email correspondences will NOT be accepted.

ORIGINAL EXAM 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 2023 at 1130 (Grades for May degree candidates are due in PostView by 1200 on Thursday, 11 May.)

DESIRED EXAM SCHEDULE:

Exam Days	Saturday 6-May	Monday 8 May	Tuesday 9-May	Wednesday 10-May	Thursday 11-May
0830-1130					
1400-1700					
1900-2200	<i>Make Up</i>			<i>Make Up</i>	<i>Make Up</i>