

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

15 July 2026

MEMORANDUM NUMBER 07

Final examinations for the Fall 2026 semester will be administered 12-17 December 2026.

Please note that there are only 5 days of exams with ONE exam period in the evening of Monday, 14-December.

1. Cadet Examination Procedures:

- a. **Attention Potential December Graduates:** All potential December 2026 graduates with a graduation date of 17-December 2026 **must** complete all final examinations by 1130 on Tuesday, 15-December. Be sure to check your exam schedule well in advance to ensure 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 December 2026, or have another compelling reason (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 (i.e. not routine) and are subject to disapproval. To request an exam change you must submit the Exam Change form with instructor approval **on Etrieve [here](#). Requests to change exams to facilitate travel plans, employment and most internship obligations* or to attend family vacations or personal leave will be disapproved.** (*Highly qualified cadets who receive a prestigious nationally or internationally competitive internship may request to change exams necessary to participate in the internship. Such cadets should reach out to the Dean's Assistant for Permits to discuss their options.) 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. Requests by NCAA Athletes must be approved by the Assistant Athletic Director for Cadet-Athlete Success. Such permits must be submitted **via Etrieve [here](#)** no later than COB Friday, 6 November. Late and/or frivolous permits will be referred to the Deputy Commandant for appropriate penalty and may be disapproved.
- c. Report to your classroom at least 10 minutes prior to the scheduled exam start time.
 - d. Begin your examination at the time shown on the exam schedule. Exams may not begin at different times unless approved in advance by the Dean's Assistant for Permits.
 - 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>Fall 2026 Semester</u>	<u>Course Change Deadlines:</u>
Last Day of Curriculum & Course Changes	Thursday, 3-September at 1600
Last Day to Withdraw with W	Friday, 13-November at 1600
Last Day to Withdraw with W/WF	Wednesday, 2-December at 1600
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:** Examinations will be conducted according to the class times which appear on cadet weekly schedule.

Exam Days	Saturday 12-Dec	Monday 14-Dec	Tuesday 15-Dec	Wednesday 16-Dec	Thursday 17-Dec
0830-1130	TR 0800	MWF 0800	MWF 0900	MWF 1530	MWF 1000
1400-1700	TR 0925	TR 1050	MWF 1330	TR 1335	TR 1500
1900-2200	<i>Make Up</i>	MWF 1430	<i>Make Up</i>	<i>Make Up</i>	<i>Make Up</i>

*** December degree candidates must complete last exam by Tuesday, 15-December at 1130 (Grades for degree candidates are due in Post View by 0900 on Wednesday, 16-December.) ***

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 through PostView. Grades will **not** be sent home unless a cadet has specifically filed, in writing, for a paper copy through the Registrar's Office.

FOR THE SUPERINTENDENT:

Travis Homiak
Colonel, (Ret.) USMC
Chief of Staff