

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

15 July 2026

MEMORANDUM NUMBER 08

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. Reminders for Instructors:

- a. Collect all course work other than the examination by 1600 hours on Thursday, 10-December.
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 Post View.* Deadlines for all grades submissions are:
December Degree Candidates: 0900 on Wednesday, 16-December
Non-Degree Candidates with No Final Exam: 1200 on Tuesday, 15-December
Non-Candidates with a Comprehensive Final Exam: 1200 on Monday, 21-December
- c. **Please note: examinations may not be administered any time other than the scheduled time unless approved by the Dean's Assistant for Permits, COL Jeff Kendrick.**
- d. Distribute examinations at the beginning of the assigned examination time and collect them at the end of the period. Do not allow more than three hours' time. **YOU MUST REMAIN ON POST AND AVAILABLE TO CADETS DURING THE EXAM.**
- e. Posting of Grades - All cadets will have access to their grades through PostView after the *last scheduled Institutional exam*. In accordance with FERPA requirements, faculty CANNOT publicly post any grades for cadet viewing.
- f. Grades **must** be submitted for all registered cadets. Incomplete 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 in Etrieve. For additional information on Incomplete grades, please contact the Registrar's Office at extension 7213.
- g. Deadlines - Faculty are expected to adhere to all specified grade deadlines. It is the responsibility of each faculty member to ensure his/her grades are submitted by the established deadline so cadets are certified for graduation and are provided with their grades in a timely manner.
- h. Department Head Review - Please consult with your Department Head to determine if he/she wishes to review/receive grades prior to online submission.
- i. Withdrawal Deadlines are as follows:

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

3. Rescheduling Exams:

- a. If a cadet is scheduled for three examinations in a row, plans to graduate in December 2026, or has 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 cadets 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.

- b. Should an instructor have a course with 50% or more of the class graduating in December and the scheduled final exam is after the published deadline, the instructor (after polling the class for a common open time) may submit a request via email to COL Kendrick (kendrickjw@vmi.edu) to reschedule the exam for the entire course. Those cadets NOT graduating and who cannot take the exam at the rescheduled time must take the exam at the regularly scheduled time. Cadets who are graduating and cannot take the exam at the rescheduled time must submit an individual permit via Etrieve [here](#) to take the exam at another time before the deadline.
- c. Instructors may allow a cadet to sit for an examination with another section of the same course taught by the instructor. These changes do not require submission of an exam change request.

FOR THE SUPERINTENDENT:

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