

REGULATIONS
FOR THE
**VIRGINIA MILITARY
INSTITUTE**
Lexington, Virginia



Part IV

ACADEMIC REGULATIONS

September 2022

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Academic Regulations Record of Change

INTRODUCTION

Questions about issues not addressed in the Academic Regulations should be directed to the Deputy Superintendent for Academics and Dean of the Faculty (the Dean)

A cadet may be placed on academic probation if his or her grade reports show that he or she is not comprehending the work of the semester. This action is initiated by the head of the cadet's curriculum and approved by the Dean.

If at the end of the semester the cadet meets the published academic standards and satisfies all other conditions defined by the Dean of the Faculty, he or she will be removed from academic probation.

An

5) Graduate with distinction

Any cadet who has a cumulative GPA of at least 3.0 (but less than 3.5) at the time of his or her graduation, as confirmed by the Academic Board, is declared a "graduate with distinction."

2) Correction of grades

To correct a grade that was reported to the
the [Grade Change Form](#).

, a faculty member must complete

CHANGE OF MAJOR

No one may require a cadet to attend an extra-curricular activity, meeting, etc., during academic time unless he or she has the approval of the Dean.

in the official Distinguished in Academic Merit Academic Stars Memorandum.

Cadets must have full class privileges to be eligible to take an academic day.

Cadets must have permission of instructors, to include the Institute Official in charge of the PTT/CTT/DTT/RPT time before taking an academic day.

Academic days should be taken the semester following the term in which they were earned. However, cadets may request to carry unused academic days over to the next semester via permit. Cadets returning from study abroad may also make this request. A cadet may have a maximum total of six academic days per semester.

Academic Days may not be added to any furlough.

8) Maximum allowable absences

Academic excellence is best achieved through consistent class attendance. The maximum allowed percentage of class absences is 30%. No categories of absences (academic, athletic, guard, 3.0 cuts, etc.) will be exempt from that percentage. When a cadet reaches 20% absences, the instructor issues a written warning ([Cadet Notification of Excessive Absences](#) form) and the cadet must sign a receipt that he/she is aware of the absences incurred. Upon reaching 30% absences the cadet is referred to the Dean for appropriate action ([Administrative Report of Excessive Absences](#) form). Normally a cadet who exceeds the 30% absences will be required to withdraw from the course with a W or a WF.

CLASSIFICATION

All cadets are classified as academic Fourth Classmen for their first year at VMI. Cadets with advanced credit may request reclassification to the Second Class at the beginning of their third semester at VMI if they have passed at least 55 semester hours towards graduation requirements and also have a cumulative GPA of at least 2.0.

If a cadet (1) is within 42 semester hours of graduation, (2) has completed six semesters of college residency, (3) will meet VMI residency requirements for graduation within two semesters and plans to leave VMI at that time, and (4) has a cumulative GPA of at least 2.0, then he or she may be reclassified to the First Class. The request must be endorsed by the head of the cadet's academic department and addressed to the .

COMMITTEE ON ACADEMIC APPEALS

Each head of an academic department is responsible for the teaching methods used in courses offered by his or her department, for the assignment of faculty members to teach those courses, and for the approval of the textbooks used by that department.

Courses which are not offered by an academic department are under the direct supervision of the Dean.

2) Scheduling

Any change in the scheduling of a class after the publication of an official schedule, with the exception of temporary changes such as may be caused by the illness of an instructor, may be made only if the head of the department responsible for the course sends a written request to the

Courses with three or more semester hours of credit that have final examinations will give them during the final examination period. Courses with fewer than three semester hours of credit have optional final examinations that must be given during one or more regular class meetings.

Final examinations must be taken only in an academic building during the normal academic day.

GRADE REPORTING

1) Responsibilities

All course grades are the instructor's responsibility. Final grades are submitted to the Office through Post View electronic posting, and are delivered electronically to the academic department heads after semester-end processing. Grades are available for electronic viewing by cadets, and cadets may submit a [Request for Grade Mailer](#) to have a paper copy of semester grade results mailed to their permanent resident address at the conclusion of the semester.

2) Interim grades

Each semester, course instructors, with the exception of 0.5 and 1.0 credit-hour courses in Human ice interim grades at seven and eleven weeks for all cadets. Interim grades are reported to cadets through Post View/Colleague electronic access. All grades submitted are to be cumulative.

GRADING SYSTEM

1) VMI letter grades

A - Outstanding - 4 quality points for each semester hour
B - Good - 3 quality points for each semester hour
C - Average - 2 quality points for each semester hour
D - Below Average; passing - 1 quality point for each semester hour
F - Failure - 0 quality points
I - Incomplete
P - Pass
WF - Withdrew failing
W - Withdrew passing
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2) Cumulative Grade Point Average (GPA)

A cadet's cumulative GPA will include the quality points earned in all courses taken at VMI. If a course is repeated, only the grade from the first attempt will be replaced. The grade on the second attempt and all grades beyond the second attempt will be included in the calculation. No rounding up of the cumulative GPA for the purpose of meeting academic standards is permitted.

See the Summer Session section and the Transfer Credit section to determine their effect on the GPA.

3) Incomplete grades

All course work

(1) Key Competencies

- A. Written Communication (ERH 101-102)¹ 6 hours
- B. Oral Communications (ERH 103) 1 hour
- C. Scientific Analysis (approved BI, CH, or PY sequence) 8 hours
- D. Mathematical Reasoning (approved MA sequence) 6 hours
- E. Human Performance and Wellness (seven semesters) 4 hours

(2) Foundations of Citizenship and Leadership

- A. Reserve Officers Training Corps (ROTC) 12 hours
- B. Leadership in Organizations (PS 344) 3 hours

(3) Perspectives on Civilization and Human Achievement

- A. World History (HI 103-104) 6 hours
- B. Civilizations and Cultures (two approved electives)² 6 hours

(4) Integrative Experiences

- A. Writing-Intensive Courses³ variable
- B. Capstone Experience variable

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A cadet will be allowed to attend VMI for at most ten semesters and the summer session following his or her tenth semester. Whenever it becomes evident that a cadet cannot be within ten semester hours of graduation within ten semesters and the summer session following the tenth semester, he or she will be dismissed for academic reasons and cease to be a candidate for graduation.

Requirements for graduation must be met in no more than ten years from the date of matriculation.

- 1) Cadets on leave for a VMI approved study abroad program during the fall and spring semesters are permitted to complete one ROTC course as an independent study.
- 2) Cadets and instructors may request approval through the department head, in consultation with the Dean, to conduct an off-Post, independent research project if it can be demonstrated that access to off-Post resources/facilities is required.

For the above listed exceptions, the instructor may substitute classroom/contact time with remote contact time e.g., phone contact or on-line contact via Skype, FaceTime, or similar means.

INTERNSHIPS FOR CREDIT

1) Eligibility Requirements

The minimum eligibility requirements for enrollment in a credit-bearing internship course are second class standing, 2.5 cumulative GPA, completion of course work necessary to adequately prepare the cadet for the specific goal and objectives of the internship, and good standing as a cadet in terms of eligibility to enroll in courses at VMI during the regular session and summer session.

2) Registration Requirements

course. -bearing internship
 allowed to proceed with the internship. Cadets must be registered for the internship course in the same term that the internship occurs. -bearing internship course before being

3) Credit Hour Limitations

The number of credit hours assigned to a credit-bearing internship course may vary from zero to three as determined by the department. While there is no limit on the number of internships that a cadet may take for credit and have recorded on his or her official transcript, no more than three internship credit hours may be applied towards graduation.

4) Responsibilities, Documentation, and A

Four types of special events are discussed below: 1) Educational Events are directly related to course content; 2) Special Educational Events are not necessarily related to course content, but deemed to be worthwhile educational experiences for cadets; 3) Educational Field Trips are directly related to course content; and 4) Cadet Organization Field Trips are related to cadet organizations.

2) Conflicts

If two events are scheduled for the same time, neither shall have required cadet attendance without consultation between the heads of the departments involved. Ordinarily, precedence will be given to the event first scheduled. Unresolved scheduling conflicts will be referred to the Dean.

3) Educational Events

A lecture or other event significantly related to the content of a course may be declared an educational event by the department head in which the course is taught. An instructor may make required assignments based on these events, but he or she may not require cadets to attend them unless the Dean gives his or her approval.

4) Special Educational Events

A lecture, concert, or other activity (held in Rockbridge County) that is not necessarily related to the subject matter of a course may be declared a Special Educational Event by the Dean. Cadets departing for a Special Educational Event off Post will sign out with the Office of the Commandant and will miss no regular duty. The Office will notify department heads and the Commandant of the designation of a Special Educational Event.

An instructor, with the permission of his or her department head, may encourage attendance at the

Regulations concerning notification and permits are the same as the ones indicated in the sec-i12(he s)70 G[()] TJ

4) Summer study abroad

Letter grades earned at VMI-sponsored summer programs for coursework delivered by VMI faculty will be treated the same as grades earned in the traditional VMI Summer Session. Coursework not delivered by VMI faculty is subject to the Transfer Credit policy. These credits are included in the 18-hour limit for summer transfer credits.

5) Director and faculty

The Director and Deputy Director of the Summer Session will be appointed by the Dean. The faculty of the summer session will be appointed by the Dean from nominations made by the Director of the Summer Session. Before nominating an instructor to teach a summer session course, the Director will obtain the approval of the head of the department in which the course is taught.

6) Regulations

Detailed regulations for the Summer Session are to be set by the Director, with the approval of the Dean, and published in the Summer Session Catalogue.

TESTS

Cadets are permitted, under exceptional circumstances, to take significantly weighted

TRANSCRIPTS

The release of all transcripts complies with the Family Educational Rights and Privacy Act (FERPA) and the Privacy Protection Act. Transcripts will only be released based on the written authorization of the cadet or former cadet. Official transcripts are sent in signed, sealed envelopes (secure, electronic transcripts are available for cadets who graduated in the year 2000 or later). Telephone requests and requests to fax transcripts or personal information protected under FERPA will not be honored.

The transcript will contain all grades earned at VMI, whether or not they are included in the cumulative GPA.

When a cadet is dismissed from VMI, one of the following entries will be entered on his or her transcript along with the effective date: Dismissed for Reasons Satisfactory to the Superintendent, Dismissed for Academics.

VMI reserves the right to charge for transcript reproduction on the recommendation of the Office.

TRANSFER CREDIT

1) To obtain approval

A cadet who wishes to earn transfer credit for a course taken at another accredited college must have the approval of the head of the department in which a similar course is taught at VMI. The cadet should submit a [Course Approval for Transfer Credit](#) form with a description of the course to the department head and secure his or her written permission before registering for the course.

2) Transfer requirements

Any course taught by an accredited institution will be accepted for transfer credit at VMI provided that the VMI department head certifies that the course meets departmental standards for curricular content and instructional methodology. If the semester hour value of a course taken at another college is greater than that of the VMI course for which it is substituted, only VMI's number of hours will be transferred. If the semester-hour value of a course taken at another college is less than that of VMI, the deficient semester hours will have to be earned in order to reach the total required for graduation.

To withdraw from a course, a cadet must complete a [Course Withdrawal Form](#). The withdrawal is not effective until the form is received by the . If the cadet does not attend class, he or she is considered absent from class until the instructor receives confirmation of the withdrawal from the .

2) First, second, and third grading periods

If a cadet withdraws from a course or leaves VMI during the first, second, or third grading periods of a semester, the instructor will assign a grade of W.

3) Fourth grading period

If a cadet withdraws from a course or leaves VMI during the fourth grading period of a semester, the instructor will assign a grade of W or WF based on the cadet's grades at that time. Cadets may withdraw from a class up to seven calendar days before the day of the last class meeting of the class with a W or WF. If a cadet withdraws from a class six or fewer calendar days prior to the day of the last class meeting of the class, then a grade of WF will be assigned.

4) Due to excessive absences

If a cadet is forced to withdraw from a course due to excessive absences, the instructor will assign a grade of W or WF based on the cadet's grades at that time. See the [Class Attendance](#) section.

5) After the start of the exam period

A cadet may not withdraw from a course once the examination period begins. If a cadet fails to take an examination in a course or if he or she leaves VMI after the end of classes but before taking an examination in a course, a grade of F will be assigned for the course. If a cadet leaves VMI during the examination period and has completed a course which requires no final exam, then he or she will receive the letter grade earned.

6) Withdrawal and GPA

A grade of W does not enter into the GPA calculations in any way; a WF will be computed in the GPA as an F.

WORK FOR GRADE POLICIES

Academic Program. As a community of scholars, posing questions and seeking answers, we invariably consult and build upon the ideas, discoveries, and products of others who have wrestled with related issues and problems before us. We are obligated ethically and in many instances legally to acknowledge the sources of all borrowed material that we use in our own work. This is the case whether we find that material in conventional resources, such as the library or cyberspace, or discover it in other places like conversations with our peers.

Academic integrity requires the full and proper documentation of any material that is not original with us.

wn is stealing, lying, and cheating all at once.

Each academic department will publish an official statement of supplementary departmental policies regarding work for grade, titled *Departmental Statement Concerning VMI's Policies Regarding Work for Grade*. Each departmental statement will include explicit policies on the following: (a) tutoring* [e.g., Writing Center, Academic Center, athletic tutors, private tutors], (b) peer collaboration*, and (c) computer aids, including calculators, translators, spelling, style, and grammar checkers. Individual course assignments that deviate from the departmental work for grade policies must be approved by the department head in advance and must be explained to cadets in writing.

No departmental or individual assignment policies may contradict or compromise the Institutional principles expressed in the Academic Regulations, particularly notions of academic integrity and the requirement to document borrowed material and help received. Each departmental statement must be approved by the Dean following review by the Academic Policy Committee of the Academic Board. A copy of the document must be filed with the Superintendent, the Dean, and the Superintendent's Representative to the Honor Court. Such a statement must be signed by the department head and must be posted in each classroom used by the department.

Departments will review (and, if necessary, revise and update) their work for grade statements during the academic

the Academic Policy Committee. The Academic Policy Committee will offer feedback and recommendations on these updates as necessary to ensure continued conformity to the Institutional principles expressed in the Academic Regulations.

3)

As an essential part of the duty of teaching and a matter of professional citizenship, faculty are expected to adhere to established work for grade policies and to communicate clearly and regularly with their cadets about the values and practices of academic honesty and integrity. Each faculty member must therefore include work for grade policies in a syllabus for every course he or she teaches. Each syllabus must include an exact transcription of the

Academic Regulations and a full statement of the established departmental policies regarding work for grade, plus any approved course-specific policies.

Furthermore, all faculty members are responsible for discussing with all of their students the details, definitions, and implications of (1) the entire section of the Academic Regulations

and documentation in the current VMI-authorized handbook; and (3) the departmental and any approved course-specific policies regarding Work for Grade. This discussion must take place before any work is submitted for grade, and it should be treated with the gravity and level of detail that it merits.

Faculty must also review the Institute policy regarding the discussion of quizzes and exams with their classes. Specifically, faculty must remind cadets that they are prohibited from discussing the contents of a quiz/exam with anyone except the professor until it is returned to them or final course grades are posted.

If a member of the faculty believes that a cadet has violated one or more of VMI's, the department's, or the instructor's work for grade policies, he or she should report the evidence to the head of the department. The department head will decide whether the collected evidence justifies referral to the Dean. If the department head decides that the evidence does not justify referral, then he or she will conclude the investigation. Otherwise, the department head will submit a written report to the Dean. The report must contain both a recommendation for action and all relevant documents, including a statement signed by the faculty member who reported the violation.

academic violation in his or her course until the issue is resolved.

* Departmental policies must include a statement on whether tutors and peers may offer cadets critical comments on their papers. Offering critical comments means giving general advice on such matters as organization, thesis development, support for assertions, and patterns of errors. It does not include proofreading or editing.

Proofreading means correcting errors (e.g., in spelling, grammar, punctuation). It is the last step taken by the writer in the editing process. In addition to the corrections made in proofreading, editing includes making such changes as the addition, deletion, or reordering of paragraphs, sentences, phrases, or words. A cadet may not have his or her work proofread or edited by someone other than the instructor. [Instructors may grant exceptions to this rule only if they have received written permission from the department head for a particular assignment.]