REGULATIONS

FOR THE

VIRGINIA MILITARY INSTITUTE

Lexington, Virginia

Part IV

ACADEMIC REGULATIONS

August 2011

ACADEMIC REGULATIONS
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Academic Regulations Record of Change

	Section Changed	What Changed
10 August 2011	Authorized absences (3.0 cuts)	Awarded for a GPA of 3.0 or higher for the preceding semester vice cumulative GPA
10 August 2011	Academic Recognition and Honors	Added the designation "Distinguished graduate with Institute Honors"
30 November 2011	Tests and Final Examinations	Use of personal electronics during tests and exams
16 April 2012	Academic Probation	Further defined the requirements for removal from Academic Probation

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).

See the Committee on Academic Appeals section for the procedure to request a waiver of an academic regulation.

The Secretary of the Academic Board is responsible for updates to the Academic Regulations based on approved changes by the Academic Board, the Dean, or the Superintendent.

The current version of the Academic Regulations is available on the VMI Web.

ACADEMIC ADVISOR -- ADVISING

Academic advising is a four-year developmental process in which the advisor guides the cadets through the exploration and clarification of their academic, career, and life goals; the development of skills and strategies that will contribute to academic success; and the mastery of a balanced engagement in co-curricular and academic activities. The advisor both supports and challenges a cadet in an effort to increase the cadet's confidence and self-sufficiency over the four-year process.

Upon entry into VMI, each cadet is assigned an academic advisor (by his/her department head) who, unless the cadet subsequently changes academic major or the advisor is reassigned for any reason, will work with the cadet until graduation. During the first-year, there is extensive contact between the advisor and cadet in order to facilitate the cadet's transition into the VMI culture; assist the cadet in mastering the academic policies and regulations; and assist the cadet in coordinating the demands of a multi-faceted academic and co-curricular experience. As cadets advance through their cadetship, they are expected to assume increased responsibility for complying with academic standards and regulations; initiate the use of support services; and make good decisions about the integration of the academic and co-curricular activities.

The academic advising program is a pivotal element of the broader program of academic support services provided by the Virginia Military Institute and a major force in ensuring a successful progression through the VMI program. Cadets are encouraged to take full advantage of the Institute's commitment to the academic advising process.

ACADEMIC DELINQUENCY

A cadet who has neglected his or her academic duties may be reported by a department head for an academic delinquency. The report is submitted to the Dean, who may order the cadet to be confined to barracks.

ACADEMIC PROBATION

A cadet will be placed on academic probation if he or she fails to achieve the appropriate academic standards as published by the Dean at the beginning of each academic year.

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.

Any cadet who remains on academic probation for three consecutive semesters will be suspended until he or she meets the requirements and applies for readmission. If such suspension occurs at the end of the fall semester, the cadet will not be eligible to apply for readmission until the following fall. If suspension occurs at the end of the spring semester, the cadet may use the summer months to make up his or her deficiencies and apply for readmission in the fall. Cadets suspended under either circumstance are eligible to attend the VMI Summer Session.

ACADEMIC RECOGNITION AND HONORS

1) Dean's List

   The Dean's List is published at the end of each semester. It includes the names of cadets who have received no grade below C, no incompletes, and a Grade Point Average (GPA) of at least 3.0 for the semester.

2) Distinguished in academic merit - Academic stars

   At the beginning of each academic year the list of cadets declared "distinguished in academic merit" is published. It includes the names of cadets who have a cumulative GPA of 3.5, or who earned a yearly GPA of at least 3.5 for the previous academic year. For purposes of qualifying for this recognition, GPA will include only grades earned at VMI during fall and spring semesters, and the cadet must have no grade below C or grade of Incomplete for the period of qualification.

   At the beginning of each spring semester any First Classman not on the list may have his or her name added to the list based upon a qualifying cumulative GPA or the GPA for the previous two regular semesters. The GPA will include only grades earned at VMI during fall and spring semesters, and the cadet must have no grade below C or grade of Incomplete for the period of qualification.

   Cadets who return from foreign study will be evaluated on the basis of their cumulative record or their last two semesters in residence, with the same restrictions. Cadets who are currently distinguished in academic merit wear Academic stars on their uniforms for the academic year.

3) Distinguished graduate with Institute Honors

   Any cadet who has a cumulative GPA of at least 3.5 at the time of his or her graduation and has completed the requirements for Institute Honors, as confirmed by the Academic Board, is declared a "distinguished graduate with Institute Honors."

4) Distinguished graduate

   Any cadet who has a cumulative GPA of at least 3.5 at the time of his or her graduation, as confirmed by the Academic Board, is declared a "distinguished graduate."

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."

ADMISSIONS REQUIREMENTS

The requirements for admission to VMI are published in the VMI Catalogue and should be consulted there. These requirements are set by the Superintendent and are based upon recommendations made by the Academic Board.

ADVANCED PLACEMENT

1) Semester-hour credit

   VMI may grant semester-hour credit for scores of 5 (high honors) or 4 (honors) achieved on Advanced Placement examinations of the College Entrance Examination Board (CEEB). VMI may grant semester-hour credit for scores of 5 or higher on the International Baccalaureate Courses. The decision on the amount of credit and the VMI equivalent course will be made by the department concerned.

2) Placement without semester-hour credit

   VMI may grant advanced placement, but not semester-hour credit toward graduation, for a score of 3 (creditable) achieved on Advanced Placement examinations of the College Entrance Examination Board. VMI may also grant advanced placement, but not semester-hour credit toward graduation, for a score of 4 on the International Baccalaureate Courses. A cadet who is granted advanced placement but not semester-hour credit for a course must substitute an elective to complete the semester-hour requirement for graduation. The decision on granting placement credit will be made by the department concerned.

AUDITING OF COURSES

A cadet may audit a course after receiving permission from the instructor, the head of the department in which the course is offered, and the head of his or her curriculum. If the cadet wishes a record of the audit on his or her permanent record, then he or she must submit a formal permit (Permit to Audit a Course) to the Registrar's Office through the instructor before the end of the drop/add period. Such a cadet must meet VMI's Attendance policy. If a cadet does not request a record of the audit, then he or she must only meet requirements set by the course instructor.

CADET ASSISTANTS

Regulations for cadet assistants and other cadets working for pay are under the jurisdiction of the Office of Human Resources. Specifics regarding those regulations are available from that office. A cadet may be employed for a maximum of 15 hours per week, provided he or she has a cumulative GPA of at least 2.0 and is not on academic probation. Cadets employed as cadet assistants are not to assign grades to other cadets. Other restrictions may apply to new cadets who serve as tutors.

CHANGE OF GRADE

1) Requests by cadets

If a cadet believes that an error has been made in computing his or her grade, he or she may go directly to the course instructor to request a review. If a cadet wishes a paper reread, he or she must appeal to the head of the department offering the course no later than the end of the drop-add period of the next regular semester.

2) Correction of grades

To correct a grade that was reported to the Registrar's Office, a faculty member must complete the VMI-approved form.

CHANGE OF MAJOR

If a cadet wishes to change his or her major, he or she must submit the VMI-approved form. The form requires the signatures of both of the department heads concerned.

A change of major will be permitted only if it is reasonably expected that the cadet will be able to graduate within the allowed ten semesters of residence and only if the department of his or her choice has resources sufficient to accept additional enrollment. If the department head determines there is a need to restrict additional entry in the major, he or she must submit a report requesting a limit to the number of majors to the Dean for approval.

If a cadet changes his or her major, all course grades taken in his or her previous curriculum are included in his or her cumulative GPA.

The impact of a change in major, and on how the Core Curriculum Requirements will be met in science or mathematics will be addressed in the section entitled "Graduation Requirements."

CLASS ATTENDANCE

1) Academic day, duty, and time

Academic day is defined in General Order Number 1, Operating Rules of the Institute Schedule.

Academic duty is any scheduled class meeting, conference, or formation for academic purposes during the academic day.

Academic time includes the academic day and also Call to Quarters (CQ) each evening from Sunday through Friday.

2) Excuses from academic duty

Only the Superintendent, the Dean, or the Institute Physician can excuse a cadet from academic duty. No instructor can excuse a cadet from attendance at a scheduled academic duty or mark him or her present if he or she is not present for duty.

3) Class cancellations

An instructor is not permitted to cancel or to reschedule a class on his or her own initiative. Under certain special circumstances (e.g., a large part of the class absent), a department head may cancel or reschedule a class meeting. A class cannot be rescheduled for a time after the end of the academic day unless approved by the Dean.

4) Extra-curricular/athletic conflicts

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.

No member of an athletic team or other cadet organization who is unable to participate usefully in a practice, rehearsal, contest, concert, etc., may miss any academic duty or military duty to attend such a session unless he or she has the approval of the Dean.

5) Absence from graded work

No cadet is excused from his or her obligation to complete graded work at the specified time when he or she exercises a privilege or volunteers for a permit and consequently misses a class period in which previously announced graded work occurs. A grade of zero may be recorded for the graded work missed due to such voluntary actions. Some examples of privileges and voluntary permits are academic days, extended weekends, compensatory leaves, absence from Post for personal reasons (excludes emergency leave), and taking guard duty out of rotation.

This regulation does not apply to graded work with no advance notice or if the cadet's absence was not distinctly voluntary (e.g., scheduled guard duty, required academic field trips and athletic team trips).

6) Authorized absences (3.0 cuts)

At the beginning of each semester, the Registrar's Office will prepare and distribute to all faculty members the list of all First Classmen and all Second Classmen with a GPA of at least 3.0 for the immediately preceding semester (excluding summer session). A cadet whose name is on this list may be excused from a class provided he or she gets the instructor's permission before missing the class.

Cadets who take an authorized absence (3.0 cut) must conform to existing regulations and are not permitted to pass the limits of VMI nor leave early on furloughs or general permit.

7) 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) 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). 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 58 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 Registrar's Office.

COMMITTEE ON ACADEMIC APPEALS

Appeals regarding the Academic Regulations should be made by permit to the Dean through the Committee on Academic Appeals. The permit should be sent to the Registrar's Office through the cadet's department head. The Registrar's Office will notify the cadet of the decision.

Following are the guidelines for submitting an academic appeal:

General Guidelines (applicable to all appeals):

- Each cadet may submit one appeal over his or her cadetship. Additional appeals will not be considered by the CAA without the approval of the Dean.
- The Dean or the Chair of the CAA, in consultation with the Registrar or the Department Head of the cadet's major, may deny an appeal that is judged to be frivolous without forwarding it to the full committee for review and voting.
- Appeals will not be reviewed by the CAA between June 1st and July 31st.
- All appeals must include a recommendation letter from the cadet's academic advisor or the department head of the cadet's major in order to be considered by the CAA.

Suspension and Probation Appeals:

- Appeals to waive academic probation will not be considered unless they result from academic work not completed for medical reasons.
- Completed applications for appeals to waive an academic suspension for a new semester must be received by the registrar at least seven business days before the start of classes. This means that all transfer credit must be available to the registrar prior to this deadline to determine a returning cadet's status.

Overload Appeals:

- Completed applications for course overloads must be received by the registrar at least seven business days before the start of classes for fall or spring semester.

Questions about academic issues not addressed by the Academic Regulations should be directed to the Dean.

CONTINUING EDUCATION UNIT (CEU)

The continuing education unit (CEU) is a means for recognizing an individual's participation in noncredit classes, noncredit courses, and special programs at VMI. A CEU can be granted to anyone who completes ten contact hours in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Records related to CEUs are maintained by the Registrar's Office.

Requests to award CEUs are to be directed to the Dean.

COURSE LOAD

1) Minimum hours required

   A cadet must carry a course load of at least 12 semester hours.

2) Maximum hours allowed

   A cadet is permitted to carry up to 19.5 semester hours in a given semester. A cadet may carry up to 21 hours if (1) he or she had a GPA of at least 3.0 either as a cumulative GPA or as the GPA for the preceding semester or (2) he or she is a First Classman and not on academic probation. In order to carry more than 19.5 hours, a cadet must complete the Course Overload Form, obtaining the necessary signatures, and acknowledging the admonitions thereon.

   Under exceptional circumstances, a cadet may carry up to 24 hours in a given semester. A cadet must submit a permit to the Committee on Academic Appeals (CAA) requesting a waiver of the 21-hour rule and providing clear justification in defense of the request. The CAA will consider the request and forward a recommendation to the Dean who will either approve or deny the request.

   Under no circumstances will a cadet be permitted to carry more than 24 hours.

COURSE SUPERVISION/SCHEDULING

1) Responsibilities

   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 Registrar's Office.

DISTANCE LEARNING

"Distance learning" refers to courses taught solely or substantially by correspondence, or through interactive electronic media such as television or web-cam-links between faculty and students. "Internet-based" courses refer to courses in which instructional material or workbook or laboratory types of exercises are available through the internet and the student is responsible for submitting such course work or papers on line, with little, if any, human interaction. These are not exhaustive definitions and may change over time.

During any term when a cadet is actively enrolled at VMI, (fall, spring, or summer) that cadet may not also be enrolled in a distance learning or internet based course where academic credit is granted by another institution.

Exceptions to this policy should be rare and should be made only for specific pedagogical reasons. Such exceptions shall require prior approval from the Dean, based on a brief rationale from the cadet's major department and, where possible, prior approval from the VMI department offering the same or similar courses. If an exception is granted, the cadet is still bound by current maximum course load policies, with the hours for the internet or distance learning course(s) included in the calculation of the load.

During terms when a cadet is not actively enrolled at VMI, he or she may seek approval of internet-based or distance learning courses through the normal credit transfer process. However, all departments are free to make blanket prohibitions against such transfers either for their majors or for courses in their domain.

All departments should prominently publicize their policy in this regard.

DOUBLE MAJORS

A cadet may declare a double major if he or she has a cumulative GPA of at least 2.5. A cadet who wishes to declare a second major should do so before the beginning of his or her Second Class year by submitting the appropriate form (Double Major Application) to the Registrar's Office. After entrance into this program, the cadet must maintain a cumulative GPA of at least 2.0. To drop the second major, he or she must submit a permit to the Registrar's Office through both department heads. Requirements for each major must be met by his or her graduation date. Cadets may declare multiple majors; however, VMI awards one degree.

DROP-ADD PERIOD

1) Adding courses

   A cadet may not enroll in a course after the end of the drop-add period, which is normally the seventh day of the semester.

2) Dropping courses

   A course dropped during the drop-add period does not appear on the cadet's transcript. See also the Withdrawals Section.

3) Changing sections

   A cadet will not be permitted to change from one section to another after the end of the drop-add period.

FACULTY RESPONSIBILITIES

Specific responsibilities of faculty members are contained in the Faculty Handbook.

FINAL EXAMINATIONS

1) Final examinations as course requirements

   The purpose of final examinations is to evaluate the cadet's comprehensive understanding of the material offered in a course. Normally, this is measured through the use of a final exam, the weight of which will count not less than 30% nor more than 50% of the total grade, and will be established in consultation between the faculty member and the department head. In courses where substantial projects, papers, or theses are appropriate measures of comprehensive understanding, the department head may determine a final exam may count less than 30% or that a final exam is not necessary.

2) Use of personal electronics

   Cadets may not use any personal electronic devices while taking final examinations. With the explicit permission of the faculty member in charge, however, a cadet may use certain personal electronic devices, such as calculators and specific software programs, that the faculty member deems appropriate.

3) Schedule for final examinations

   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.

   Final examinations will be scheduled by the Dean’s Office. All cadets will take their examinations according to the announced schedule. For exceptions, see the next section.

4) Rescheduling of a final examination

   If a cadet has examinations scheduled in three consecutive examination periods, then he or she may request to have one of the examinations rescheduled. To do so, he or she must submit a permit to the Dean through the course instructor and the head of the department in which the course is taught. Details of the rescheduling procedure will be published with the examination schedule.

   When final examinations covering the same material occur at different times – due to multiple sections, make-ups, or schedule conflicts – the final examinations will differ as deemed appropriate by the instructor.

   With the approval of the instructor, cadets may take a scheduled final examination with another section of the same course taught by the same instructor.

5) Cadets who leave VMI

A cadet who leaves VMI for any reason during the semester may not take final examinations after he or she leaves. Exceptions may be made for a cadet on emergency or medical furlough.

6) Administrative procedures

Final examinations will not be proctored. Other administrative procedures and responsibilities for giving final examinations will be published by the Dean before the beginning of the final examination period.

7) Filing of final examinations

Each academic department will keep its final examinations on file for at least one year.

For policies on tests, see the section of these regulations titled "Tests" (p. 22).

FORMS

Academic forms are located on the Registrar's Office website. Any substantive change to a form must be approved by the Academic Board.

GRADE REPORTING

1) Responsibilities

All course grades are the instructor's responsibility. Final grades are submitted to the Registrar's Office through Post View electronic posting, and are mailed in paper copy 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 are required to submit to the Registrar's Office three monthly grades, at four, seven, and eleven weeks, for first-year cadets. Mid-term grades will be submitted for all cadets in all courses except Physical Education. Interim grades are reported to cadets through Post View 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

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-for-grade, other than the final examination, must be submitted to the instructor before the beginning of the final examination period for the semester or summer session. Additional work will not be accepted after that date, and will not justify a change of grade.

A grade of I (Incomplete) for a final course grade can be assigned only to a cadet who for medical or emergency reasons is unable to complete all required course work. In those cases, the Report of Incomplete Semester Grade form must be completed by the instructor, signed by the student (if available), signed by the department head, and submitted with the final grade rolls for the section. The Registrar will verify the medical or emergency justification. Incomplete grades must be approved by the Dean.

A grade of I (Incomplete) for a course taken during the regular academic year will become a grade of F if the work remains incomplete at the mid-term of the succeeding fall or spring semester.

A grade of I for a summer session course will become a grade of F at mid-term of the succeeding fall semester if the work is still incomplete.

GRADUATION REQUIREMENTS

1) GPA, residency, and administrative requirements

To be graduated from VMI, a cadet must have a conduct record that is satisfactory to the Superintendent, must be confirmed by the Academic Board, must have completed all requirements for his or her major, must have attained a cumulative GPA of at least 2.0 (with no rounding up), must have attained a cumulative major GPA of at least 2.0 (with no rounding up), as determined by courses identified by the major department, and must have been in residence at VMI for at least two years. Also, he or she must have been in residence (or in a VMI-sponsored program) during the semester immediately preceding the date upon which his or her degree is to be conferred. If, however, a cadet lacks ten hours or fewer for graduation and he or she has a

cumulative GPA of at least 2.0, the remaining hours may be transferred from another college. VMI grants degrees in May, September, December, and January.

2) Curricular requirements (catalogue of record)

Normally, a cadet will be expected to meet the graduation requirements that are specified in the VMI Catalogue that is current at the time of his or her matriculation. Since no curriculum is static, there may be cases when requirements change and a cadet will be compelled to meet the requirements of the modified curriculum. If a cadet misses two or more semesters, he or she will be bound to meet the requirements in the catalogue that is current for the academic class in which he or she is placed.

3) Hours and core course requirements

A. Core Curriculum

The Core Curriculum develops foundational knowledge and skills that are essential to VMI's academic and military missions. Designed thematically as "The Nucleus of Effective Citizenship and Leadership," VMI's Core requirements are organized into four components.

(1) Key Competencies

A. Written Communication (EN 101-102)[1] 6 hours
B. Oral Communications (SE 300) 1 hour
C. Scientific Analysis (approved BI, CH, or PY sequence) 8 hours
D. Mathematical Reasoning (approved MA sequence) 6 hours
E. Physical Education (seven semesters) 4 hours

(2) Foundations of Citizenship and Leadership

A. Reserve Officers Training Corps (ROTC) 8 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 Courses[3] variable
B. Capstone Experience variable

[1] Must be passed with a grade of "C" or better.
[2] One of these courses may be replaced by a credit-bearing, Institute-approved Study Abroad experience.
[3] At least one of these courses must be in the major.

B. Waivers and Substitutions

No waivers of all-college or Core Curriculum requirements are allowed. Exceptions must be approved by the Dean through formal appeal to the Committee on Academic Appeals.

Requests for substitutions for core curriculum courses will be referred to the appropriate subcommittee chair of the CCOC for decision with input from the department head and course coordinator.

C. Changes in Major/ROTC

If the cadet changes majors or ROTC affiliations, and if the change has the effect of altering how the core curriculum science or mathematics requirements could or should be met, the department head of his or her new major or ROTC program shall determine whether the cadet may satisfy the core curriculum requirement by completing a sequence that he or she has already begun but not yet finished, may mix courses from the two different sequences, or must complete a different sequence. In any case, all cadets will be required to complete a minimum of two science and two mathematics courses.

4) Time limit requirements

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.

5) Responsibility

The final responsibility for meeting all degree requirements rests with the individual cadet. Therefore, each cadet should have complete knowledge of the academic regulations and the requirements of his or her major.

HONORS PROGRAMS

Departmental Honors Programs

1) Eligibility Requirements

Any degree-granting department may, with the approval of the Academic Board, offer an honors program. For a cadet to be eligible for an honors program, he or she must have a cumulative GPA of at least 3.0 in courses taken in his or her major department (exclusive of subjects taken in the Fourth Class), must meet any established department requirements, and must be approved by the head of the department concerned.

2) Performance requirements

Departmental honors programs require the completion of a senior thesis involving significant independent study and a formal presentation to the faculty of the department. Other requirements may be established by the department. Any cadet who completes a departmental honors program will receive honors or high honors in the major field and will have this fact recorded on his or her official VMI transcript and a certificate to be awarded by the major department.

Institute Honors Program

1) Eligibility requirements

Admission to the Institute Honors Program is guaranteed for Institute Scholars and open by application to any other cadet with a cumulative GPA of at least 3.5. Continuation in the program requires maintenance of a cumulative GPA of at least 3.5 and a satisfactory conduct record.

2) Performance requirements

The Institute Honors Program requires participation in the Honors Forum (HN 100) each semester during which the cadet is enrolled at VMI and has been admitted to the program; the completion of at least two honors courses, one in Engineering, Natural Science or Mathematics and another in Arts and Humanities or Social Science; and the completion and defense of an honors thesis in the cadet's major. Faculty mentors will require the highest standards of undergraduate research and scholarship in coursework and the thesis. Any cadet who completes the Institute Honors program will be designated a Distinguished Graduate with Institute Honors and will have this recognition recorded on his or her official VMI transcript and on a certificate accompanying his or her diploma.

Distinguished Graduates with Institute Honors process at the head of the class at commencement.

INDEPENDENT STUDY COURSES

It is recognized that some research and/or course work is best conducted independently between a professor and a cadet or small group of cadets. In such cases, an Independent Study, Independent Research, Independent Readings, or some similar course appropriately may be offered. Individual faculty members may supervise these courses with the approval of their department head. The department head will ensure that such courses contain sufficient content and contact hours to merit the awarding of the proposed number of credit hours. In general, a semester hour represents one hour of classroom work (lecture or recitation) or one period (two or three hours) of laboratory or supervised research or field work per week during a single semester. The approval of these courses will be conveyed to the Registrar by submitting the "Independent Study & Research Form" no later than the last day of add/drop.

Normally all courses listed in the VMI catalogue with a specific title and course description are taught during the regular session. Under unusual circumstances, department heads may approve one of these listed courses to be taught as an independent study course during the regular or summer session. Each department may establish a policy specifying whether such substitutions are allowed and the circumstances under which they may be allowed.

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

The Registrar will establish a course number for each department's credit-bearing internship course. Cadets must be enrolled in the department's credit-bearing internship course before being allowed to proceed with the internship. Cadets must be registered for the internship course in the same term that the internship occurs.

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 Academic Content Requirements

Academic departments maintain control of the content and amount of credit assigned, and are responsible for monitoring progress and evaluating the academic content for any credit-bearing internship course offered by the department. As a minimum, a credit-bearing internship course will involve a cadet, a faculty advisor, the department head, and an on-site supervisor. The cadet, faculty advisor, and on-site supervisor will draft an agreement that addresses the following guidelines for the credit-bearing internship course:

- The overall goal of the internship.
- The specific objectives of the internship.
- The performance measures to be used to evaluate and assign a grade for the internship.
- The documentation required to demonstrate the academic content derived from the internship.
- The number of credit hours assigned for the internship.
- A timetable specifying the beginning and ending dates for the internship as well as dates for interim progress reports and the final completed documentation of the academic content derived from the internship.
- The agreement must be completed and approved by the department head before the cadet can register for the credit-bearing internship course.

5) Timetables and Deadlines

All preliminary work establishing the agreement between the cadet, faculty advisor, and on-site supervisor as well as approval of the agreement by the department head must be completed in time to meet established deadlines for course registration and enrollment. All documentation of academic content, evaluation, and grading must be completed in time to meet all established dates and deadlines for submission of grades for consideration for readmission, retention, and graduation.

MINORS AND CONCENTRATIONS

Departments, with the approval of the Academic Board, may offer a minor (a secondary field of study outside the major) and/or concentration (an emphasis within the major). A minimum of 15 semester hours is required in the minor or concentration field and any additional requirements established by the department. The cadet must maintain at least a 2.0 GPA in the course work for the minor or concentration. The cadet should declare a minor or concentration as soon as possible but no later than the

beginning of the first semester of the First Class year by submitting the appropriate form to the Office of the Registrar. The form must have the approval of both the cadet's academic department head and the head of the department offering the minor or concentration. To drop the minor or concentration, a cadet must submit a permit to the Registrar through the department head of the minor or concentration.

Official notice of graduation with a minor or concentration will appear both on the cadet's transcript and on the graduation program.

MODERN LANGUAGE

All cadets who enter VMI with two or more years of study in a modern language (French, German, or Spanish) take placement tests in that language during the orientation period. The Modern Language Department is responsible for keeping records of the scores. The Head of the Modern Languages and Cultures Department uses the placement test scores and high school work in a language to recommend a cadet's placement in a modern language.

In all instances of advanced placement in a modern language, except for the cases of getting a score of 4 or 5 on the Advanced Placement Examination (see section on Advanced Placement), the cadet receives no semester-hour credit toward his or her degree and must make up the hours to complete the semester-hour requirement for graduation.

Each department sets the modern language requirements for cadets majoring in its programs. If a department has a modern language requirement, it must consist of at least two courses at the 200-level or above in a single language.

Once a cadet has enrolled in a modern language course at the 300-level or above, he or she may not take or repeat for credit any course below the 300-level in the language.

PREREQUISITES

1) Cadet's responsibility

   Course prerequisites are indicated in the "Courses of Instruction" section of the current VMI Catalogue. It is the responsibility of the cadet to be familiar with these requirements.

2) Determination of prerequisites

   Prerequisites for a course are determined by the head of the department offering it. If a department wants to add a prerequisite for one of its courses, and if the course is required by another curriculum, then the department must receive approval from the Academic Board.

READMISSION

A former cadet who has been suspended for failure to meet academic standards, or a former cadet who has been suspended for disciplinary reasons, or a former cadet who has resigned, must apply for readmission in order to return to VMI. To be readmitted he or she must have satisfied all conditions in his or her suspension, he or she must meet the academic standards listed in the table below, he or she must not be on academic probation, he or she must meet the physical requirements of readmission, and he or she must meet all non-academic standards required by VMI.

Meeting the academic standards does not automatically qualify a cadet for readmission. Approval of the major department head is also required. For a copy of the Readmission Guidelines outlining all of the considerations for readmission, please visit VMI's website at www.vmi.edu/readmin.

SEMESTERS COMPLETED AT VMI	HOURS PASSED TOWARDS GRADUATION	CUMULATIVE GPA
1	12	1.5
2	24	1.8
3	36	1.8
4	58	2.0
5	70	2.0
6	87	2.0
7	99	2.0
8	108	2.0
9	120	2.0

When a cadet is readmitted, he or she will be assigned to a class based on the total hours earned towards graduation as summarized in the following table:

CADETS READMITTED IN FALL SEMESTER	CADETS READMITTED IN SPRING SEMESTER	ASSIGNED CLASS
less than 24 hours	less than 41 hours	Fourth
24-57 hours	41-71 hours	Third
58-86 hours	72-96	Second
87 or more hours	97 or more hours	First

Each cadet is classified as a Fourth Classman for his or her first two semesters.

REMAINING IN THE CORPS

1) Academic suspension

   At the beginning of each academic year, the Dean will announce the academic standards for that year. If a cadet fails to meet the established academic standards, he or she is suspended until he or she meets the requirements and applies for readmission.

   If a cadet fails to meet academic standards a second time, he or she is dropped from the rolls and is ineligible to apply for readmission.

2) Resignations

   A cadet may not resign to avoid an academic suspension. Any cadet who resigns and receives grades that would place him or her below the minimum standard for returning will have "suspended for academic reasons" recorded on his or her records.

3) Beyond graduation

   No cadet may remain a student at VMI after earning a VMI degree.

REPEATING COURSES

1) Courses that may be repeated

A cadet may repeat any course already attempted, except for certain modern language courses. (See the Special Requirements paragraph in the Modern Language section.) If a cadet repeats a course at VMI, it must be the same as the original course except in special cases (e.g., the course is no longer offered). In such special cases, the head of the department in which the course was taught may allow a comparable course to qualify.

2) Civilization and Cultures (C&C) and Writing Intensive (WI) Courses

Repeats of C&C and WI designated section-level with non-C&C and non-WI section-level courses will be allowed. In these cases, the course content will be retained but the C&C and/or WI designation is lost and other courses will be required to satisfy the C&C or WI requirement. In the case that a cadet earns a D in a C&C or WI course that requires a C or better to progress to the next course in the sequence or as mandated by their major, the cadet will have earned C&C and WI credit and may repeat the course by taking a non-C&C or non-WI course.

3) GPA calculation and record keeping

A cadet's transcript will indicate each course taken and each grade earned. A cadet's cumulative GPA will include the quality points earned in all courses taken at VMI. Effective with the academic class of 2014, 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.

ROTC (AEROSPACE STUDIES, MILITARY SCIENCE, AND NAVAL SCIENCE)

1) Requirement

Each cadet, whether or not he or she is pursuing a commission, is required to complete 12 semester hours of credit for 100-, 200-, 300-, and 400-level courses in Aerospace Studies, Military Science, or Naval Science.

2) Exceptions

A cadet may request semester-hour credit for some or all of the required courses if he or she 1) was commissioned in the U.S. Armed Forces prior to coming to VMI, 2) served on active duty as an enlisted member, or 3) successfully completed a military related program such as Junior ROTC. The request must be approved by both the appropriate ROTC department head and the Dean.

3) ROTC while studying abroad

A cadet who elects to study abroad must complete ROTC requirements through independent study or other methods approved by the ROTC department head. A permit, submitted to the Dean through the appropriate ROTC department head, is required. The independent study must be completed during the time spent abroad or during the summer; it is not to be completed while the cadet is in residence at VMI. The ROTC department head will notify the Registrar's Office of the cadet's grade and semester-hour credit. The grade will be used in the calculation of the cadet's cumulative GPA.

4) Taking courses concurrently

If a student transfers to VMI without ROTC credit or if a cadet fails to earn credit for ROTC courses during any semester, he or she may request to take more than one ROTC course per semester. His or her request is to be made to the appropriate ROTC department head.

SERVICES FOR STUDENTS WITH DISABILITIES

If a cadet has a documented disability, he or she may request academic accommodations. Each request will be evaluated individually by VMI's Learning Disabilities Coordinator and will be based on the specific nature of the student's disability. Cadets with disabilities must provide the Learning Disabilities Coordinator with a written evaluation that documents the nature of their disability. The evaluation must be completed by a licensed professional who is qualified to conduct such evaluations. VMI reserves the right to request a current evaluation.

Specific policies and procedures for students with disabilities are published annually by the Learning Disabilities Coordinator and are available through the VMI Miller Academic Center.

SPECIAL EVENTS AND FIELD TRIPS

1) Introduction

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 Dean's 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 event. It may be made a class assignment and its content may be reflected in testing materials, but attendance may not be required if the event occurs during the evening study hours unless approved by the Dean.

5) Educational Field Trips

Any academic department may, with the approval of the Dean, schedule field trips in connection with a course. If a field trip involves the absence of cadets from other courses, all affected departments will be notified at least two days in advance. Group permits will be submitted through the Office of the Commandant.

A member of the faculty or the administration must accompany cadets on all field trips.

6) Cadet Organization Field Trips

The faculty advisors to recognized cadet organizations may, with the approval of the Dean, schedule optional field trips for the members of those organizations. Such trips must have educational value, and a cadet making the trip must:

a. not be on academic or conduct probation;
b. have passed all courses on his or her last grade report;
c. not be under confinement or have penalty tours; and
d. not have excess demerits.

Regulations concerning notification and permits are the same as the ones indicated in the section on educational field trips.

A list of recognized cadet organizations is published by the Office of Cadet Life.

SUBSTITUTION OF CURRICULAR REQUIREMENTS

A cadet may, for good reason, substitute a course for a curricular requirement if he or she has the approval of both the head of his or her curriculum and the head of the department offering the required course. The written statement of approval, including the course numbers and titles, must be sent to the Registrar's Office. This section should not be confused with the section on repeating courses to improve a GPA.

SUMMER READING

A summer reading list may be prepared by a committee, approved by the Academic Board, and distributed to cadets before the May graduation.

SUMMER SESSION AT VMI

1) Who may attend

VMI cadets, graduates of accredited secondary schools, students in good standing at other colleges, and rising high school seniors (upon recommendation of their principals) may enroll in the Summer Session. The following cadets are **NOT** eligible to attend VMI's summer session:

a. Cadets who have been dismissed from the Institute (for any reason).
b. Cadets under disciplinary suspension (must apply for readmissions and return under a standard full-time term in either the Fall or Spring semester).
c. Cadets who resigned from the Institute with a major disciplinary action pending.

2) Prior to matriculation

Students who have been accepted for admission to VMI may take college-level courses for credit in the VMI Summer Session and may, if they matriculate, be granted credit toward graduation for each course passed with a grade of at least C. Thus, a grade of D or F earned prior to matriculation will not be counted in the new cadet's cumulative GPA.

3) Grades

All courses taken and grades earned in the VMI Summer Session will be recorded on a cadet's transcript. Only grades of D or better will be included in a cadet's cumulative GPA. A cadet may request that a grade earned in the Summer Session not be counted toward graduation and for that reason not be included in his or her GPA. The request will be approved only if it is received by the Registrar's Office before the end of the drop/add period of the semester following that summer session.

4) Summer study abroad

Letter grades earned at VMI-sponsored summer programs abroad will be treated the same as grades earned in the VMI Summer Session.

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 tests, but not a final examination, prior to the time it is administered to the regularly scheduled class. Judgment of what constitutes an exceptional circumstance is to be determined by the instructor concerned.

When significantly weighted tests covering the same material occur at different times – due to multiple sections, make-ups, or schedule conflicts – they will differ as deemed appropriate by the instructor.

Significantly weighted tests must be taken only in an academic building during the normal academic day.

With the approval of the instructor, cadets may take a significantly weighted test with another section of the same course taught by the same instructor.

Cadets may not use any personal electronic devices while taking significantly weighted tests. With the explicit permission of the faculty member in charge, however, a cadet may use certain personal electronic devices, such as calculators and specific software programs, that the faculty member deems appropriate.

For policies on final examinations, see the section of these regulations titled "Final Examinations" (pp. 9-10).

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. 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 Registrar's 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 take both a course description and a VMI course-approval form 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.

Because their design and function are unique to VMI's core curriculum, all Writing-Intensive (WI), Leadership, and Civilizations & Cultures (C&C) courses must be completed at VMI; no transfer course credit will be accepted for these. Exception: Until such time as the Dean and the Academic Board agree that VMI's own offerings of Civilization & Culture courses are sufficiently well developed in number and variety, cadets may apply transfer credits toward this requirement. Cadets seeking such credit must seek prior approval from the Civilization & Culture subcommittee of the CCOC, or its designated agent, and of the department head of the subject matter area, of such transfer requests.

All requests for C&C placement credit for study abroad, either transfer or VMI sponsored, will be referred to the VMI Office of International Programs.

3) Transfer limits

VMI is a four year undergraduate experience and it is expected that all cadets complete a majority of their requirements in residence.

Effective with the academic class of 2015, cadets matriculating with advanced standing credit will be credited with appropriate time reduction based on transferred activity, but must complete a minimum of four semesters and 50% of their academic activity in residence at VMI. Cadets matriculating with no advance standing credit must complete a minimum of six semesters or 75% of their degree requirements in residence at VMI.

For the academic class of 2014 and prior, a cadet may transfer no more than one half of the total hours required for graduation from VMI.

Summer Limit (All Classes): A maximum of 18 semester hours may be transferred from summer sessions, inter-semester sessions, or Internet and distance learning courses taken at other colleges. Summer hours earned prior to matriculation or in the VMI-sponsored summer study abroad programs are not included in this 18-hour limit.

4) Grade requirement

Transfer credit will only be awarded for courses passed with a grade of C or better from an accredited college. No transfer credit will be awarded for courses taken as pass/fail, satisfactory/unsatisfactory or other such arrangements.

5) Transcript requirement

It is the responsibility of the cadet to see that an official transcript is sent directly from the other college to the Registrar's Office. Transcripts will not be accepted directly from the cadet unless delivered in a signed/sealed envelope. If the transcript reports numerical grades, they will be translated into equivalent letter grades at VMI. No credit will be posted to a VMI transcript without an official transcript of record verifying final grades.

6) Effect on GPA

Quality points do not transfer to VMI; only semester hours transfer. However, the hours transferred may improve the cadet's GPA if they are for a course that replaces one in which he or she earned a grade of D or F. (Please see Repeating Courses – GPA Calculation and Recordkeeping. Effective with the academic class of 2014, if a course is repeated only the grade from the first replace will be counted. All additional attempts will have no effect on the VMI GPA)

7) Quarter hours to semester hours

Five (5) quarter hours must be transferred in order to receive credit for a three (3) semester hour VMI course.

Three (3) quarter hours may be transferred for a two (2) semester hour VMI course, but cannot be used as credit towards a three hour VMI equivalent.

WITHDRAWALS

1) Procedure

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 Registrar's Office. 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 Registrar's Office.

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

Development of the spirit as well as the skills of academic inquiry is central to the mission of VMI's 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. It is therefore a matter of honor. To misrepresent someone else's words, ideas, images, data, or other intellectual property as one's own is stealing, lying, and cheating all at once.

Because the offense of improper or incomplete documentation is so serious, and the consequences so potentially grave, the following policies regarding work for grade have been adopted as a guide to cadets and faculty in upholding the Honor Code under which all VMI cadets live:

1) Cadets' responsibilities

"Work for grade" is defined as any work presented to an instructor for a formal grade or undertaken in satisfaction of a requirement for successful completion of a course or degree requirement. All work submitted for grade is considered the cadet's own work. "Cadet's own work" means that he or she has composed the work from his or her general accumulation of knowledge and skill except as clearly and fully documented and that it has been composed especially for the current assignment. No work previously submitted in any course at VMI or elsewhere will be resubmitted or reformatted for submission in a current course without the specific approval of the instructor.

In all work for grade, failure to distinguish between the cadet's own work and ideas and the work and ideas of others is known as plagiarism. Proper documentation clearly and fully identifies the sources of all borrowed ideas, quotations, or other assistance. The cadet is referred to the VMI-authorized handbook for rules concerning quotations, paraphrases, and documentation.

In all written work for grade, the cadet must include the words "HELP RECEIVED" conspicuously on the document, and he or she must then do one of two things: (1) state "none," meaning that no help was received except as documented in the work; or (2) explain in detail the nature of the help received. In oral work for grade, the cadet must make the same declaration before beginning the presentation. Admission of help received may result in a lower grade but will not result in prosecution for an honor violation.

Cadets are prohibited from discussing the contents of a quiz/exam until it is returned to them or final course grades are posted. This enjoinder does not imply that any inadvertent expression or behavior that might indicate one's feeling about the test should be considered a breach of honor. The real issue is whether cadets received information, not available to everyone else in the class, which would give them an unfair advantage. If a cadet inadvertently gives or receives information, the incident must be reported to the professor and the Honor Court.

Each cadet bears the responsibility for familiarizing himself or herself thoroughly with the policies stated in this section, with any supplementary statement regarding work for grade expressed by the academic department in which he or she is taking a course, and with any special conditions provided in writing by the professor for a given assignment. If there is any doubt or uncertainty about the correct interpretation of a policy, the cadet should consult the instructor of the course. There should be no confusion, however, on the basic principle that it is never acceptable to submit someone else's work, written or otherwise, formally graded or not, as one's own.

The violation by a cadet of any of these policies will, if he or she is found guilty by the Honor Court, result in his or her being dismissed from VMI. Neither ignorance nor professed confusion about the correct interpretation of these policies is an excuse.

2) Faculty members' responsibilities

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.

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 section titled "Cadets' Responsibilities" from “Work for Grade Policies” in the VMI 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 entitled “Work for Grade Policies”; (2) the relevant sections on quotations, paraphrasing, 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.

The instructor will assign a grade of “I” following a formal charge of an Honor Court 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.]