

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

GENERAL ORDER)  
NUMBER 1)

27 January 2014

**Operating Rules of the Institute Schedule**

**1. Intent, Philosophy and Operating Guidance of the Institute Schedule.**

- a. **Intent.** Time-management skills have long been a hallmark of a VMI cadet's education. The intent of the Institute Schedule is to allocate time so that cadets have the opportunity to achieve excellence in the academic, physical, moral-ethical, military, leadership and co-curricular programs and to structure a formal end to the duty day and evening study period.
- b. **Philosophy.** The Institute Schedule sets the tempo of the cadets' day according to a specific operational blueprint. It provides guidance identifying where the cadet will be and which activities are authorized to be scheduled (and by whom) during specific periods. Constructs such as Academic Class Periods, Dean's Time, Commandant's Time, Physical Training Time, Evening Study Period, Dean's and Commandant's Saturdays and the like are designed to fence blocks of time for specific activities, to discipline the members of the Institute against encroaching on others, and to add discipline, structure, and clarity to the cadets' life.
- c. **Operating Guidance.** The operating rules of the Institute Schedule are based upon the principle of "exclusivity." Exclusivity delineates only those activities authorized to be scheduled during specified periods. Activities not expressly listed are excluded. Excluded activities may not be scheduled without an exception coordinated via the permit system and Chief of Staff. When a cadet is required to be at more than one place at the same time, it is incumbent upon the *cadet* to de-conflict the situation prior to that time – asking forgiveness for an absence after the fact is not an acceptable course of action.
- d. **Cadet Time.** Cadet Time is reserved for individual cadet use only. If a cadet is not scheduled for an authorized activity, that period becomes Cadet Time. During Cadet Time, cadets may study, use the library, computer facilities or other academic facilities, and attend to individual chain of command duties or personal affairs. On a voluntary basis cadets may participate in individual military training, physical fitness activities, and religious activities. On a cadet-initiated and selected appointment basis, cadets may receive academic tutoring, meet with their professors, take make-up examinations, meet with academic or other counselors, and schedule medical appointments.

**2. Provisions and Applicability.** The provisions of the Institute Schedule will be observed during the fall and spring academic terms. For events and periods depicted below, the portion of the Institute Daily Schedule will be suspended unless otherwise directed by the Superintendent:

Cadre and Matriculation Week  
(Dean/Commandant)

Spring FTX (Commandant and  
ROTC Coordinator)

4<sup>th</sup> Class FTX (Commandant)

Final Examinations (Dean)

Graduation Week (Chief of Staff)

Summer School (Dean and Commandant)

Summer Transition Program

(Dean/Commandant)

Furlough periods (Commandant)

The Officers listed above have primary scheduling responsibility for the times designated. Schedules developed during these time periods will be coordinated through the Institute Planning Committee.

**3. Weekday Schedule (Monday - Friday).**

- a. **Release from Quarters** (0600 – 0700 hrs, Mon. - Fri.). Cadet Time, including rest, except as indicated for Rat activities. No activities are authorized before 0600 hours.
- b. **Reveille.** (0700 hrs, Mon - Fri). All cadets must be out of bed and formed for Breakfast Roll Call (BRC).
- c. **Breakfast Roll Call and Breakfast** (0700 - 0750 hrs, Mon – Fri). This formation is mandatory for all cadets. 4<sup>th</sup> classmen are marched back after breakfast by the cadre in company formation, receive brief information for the day and be dismissed to prepare for the rest of the day. Cadets march to the mess hall for this meal.
- d. **Commandant’s Rat Training Time** (0700 – 0750 hrs, Wednesday). Time for inspections, military instruction, and other Rat activities as prescribed by the Commandant.
- e. **Academic Class Periods.** The primary duty for cadets during the Academic Class Periods is the attainment of excellence in the academic program. Cadets must attend all scheduled classes, laboratories and examinations unless excused by the Superintendent, Dean of Faculty, or Post Physician. Academic Class Periods are scheduled as follows:

Class Period	Monday	Tuesday	Wednesday	Thursday	Friday
1 <sup>st</sup>	0800-0850	0800-0915	0800-0850	0800-0915	0800-0850
2 <sup>nd</sup>	0900-0950	0925-1040	0900-0950	0925-1040	0900-0950
3 <sup>rd</sup>	1000-1050	1050-1205	1000-1050	1050-1205	1000-1050
4 <sup>th</sup>	1105-1215 <sup>1</sup>	1300-1415	1105-1215	1300-1415	1105-1215
5 <sup>th</sup>	1300-1350 <sup>2</sup>	1425-1540	1300-1350	1425-1540	1315-1405
6 <sup>th</sup>	1400-1450		1400-1450		1415-1505
7 <sup>th</sup>	1500-1550		1500-1550		1515-1605

<sup>1</sup>4<sup>th</sup> Class Periods on Monday, Wednesday, and Friday are designated as follows:

- Mondays - Dean’s Time
- Wednesdays - Commandant’s Time
- Fridays - Physical Training Time

<sup>2</sup>5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Class Periods on Monday, Wednesday, and Friday can exist in three different configurations as follows:

- MWF 50-minute class periods beginning at 1300 and 1400 (5<sup>th</sup> and/or 6<sup>th</sup> CP)

- MW 75-minute class periods beginning at 1400 and ending at 1515 (extended 6<sup>th</sup> CP)
  - MW lab periods beginning at 1300 and ending as late at 1550, and F lab periods beginning at 1315 and ending as late as 1605 (using all or part of 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> CP)
  - **Use of 7th Class Period (M, W, F) and 5th Class period (T, Th).** Only laboratory courses and other multiple section courses may be scheduled during the final CP each day (no single section courses, with the exception of laboratory courses may be scheduled). Attendance at classes scheduled during these times takes priority over all other activities. The Director of Intercollegiate Athletics is authorized to schedule that time for practice and other directly related activities in support of NCAA athletic teams.
- f. **Dean's Time** (Monday, 1105 – 1215 hrs). Time for academic purposes approved by the Dean. These would include course lectures, time for academic advisers to meet with advisees, corps-wide or class-wide academic events such as the academic convocation, lectures, assessment, common examinations, or the like. The period could also be scheduled on a limited basis as a normal instruction period for courses with special scheduling limitations. This period is used to pull competing academic events out of the prime evening study period, draw all cadets to important academic events such as the academic convocation, and make available a common period for leadership and honor education. No other activity may be scheduled unless specifically approved by the Dean. Unscheduled time reverts to Cadet Time.
- g. **Commandant's Time** (Wednesday, 1105 – 1215 hrs). To be used for Corps-wide inspections, military instruction and other activities as prescribed by the Commandant.
- h. **Physical Training Time** (1605 – 1800 hours on Mondays and 1105 – 1215 hours on Fridays).
- i. Two blocks of time (1605 – 1800 hours on Mondays and 1105 – 1215 hours on Fridays) are designated in the Institute Schedule as Physical Training Time (PTT). The priority for this time is allocated to excellence in the Physical Program. PTT is the primary opportunity for the Corps to conduct mandated physical conditioning and training sessions.
- 1) The ROTC departments have primary responsibility for the conduct of the physical training during this period. All 3<sup>rd</sup> and 4<sup>th</sup> class cadets and contracted and commission seeking 1<sup>st</sup> and 2<sup>nd</sup> class cadets must participate with their respective ROTC departments during the PTT sessions.
  - 2) The Commandant is responsible for the physical training of all non-commissioning 1<sup>st</sup> and 2<sup>nd</sup> class cadets.
  - 3) All NCAA athletes are exempt from PTT on Mondays and must report to their respective team training. All out-of-season NCAA athletes must participate in Friday PTT.
  - 4) Physical Fitness Uniform. All cadets must wear the designated VMI physical fitness uniform during PTT sessions and when conducting physical fitness

training on Post. Cadets are not authorized to wear ROTC physical fitness uniforms when conducting physical fitness training at VMI.

- ii. During PTT, the following guidelines are in effect:
  - 1) The Professors of Military Science, Naval Science, and Aerospace Studies will schedule physical training activities related to their physical fitness programs. ROTC departments and the Commandant have scheduling priority for the Friday PTT.
  - 2) The Director of Intercollegiate Athletics may schedule in-season athletic team activities on Monday and Friday and out-of-season athletic team activities on Mondays. NCAA athletes are not authorized to remain in barracks or academic buildings during PTT, unless they have all duty status.
- i. **Dinner Roll Call (DRC)** (1100 – 1300 hrs on Mondays – Thursdays; 1215 – 1315 hrs on Fridays). This window of time is for the cadets to eat the mid-day dinner meal. To allow cadets to most efficiently schedule this available time and facilitate rapid and efficient messing, there is no DRC formation. Cadets move to the Mess Hall on their own schedule.
- j. **Military Duty.** (Mon – Thurs 1605-1845; Fri 1615-1845hrs) This window of military duty is primarily for Intercollegiate Athletics, Club Sports, Rat Challenge, Penalty Tours, and other Physical Training. Fridays are reserved for parades. Friday Parades have priority over other events, with exception of in-season intercollegiate sports. Unscheduled time reverts to Cadet Time. For the activities listed below, all practices may begin ten minutes after the last schedule class period ends for the academic day. Each activity must end its scheduled duty in accordance with paragraph 3. o. (Supper Roll Call SRC).
  - i. In-Season Intercollegiate Athletic (NCAA) teams practice (Mon – Fri).
  - ii. Out-of-Season Intercollegiate Athletic (NCAA) teams practice (Mon – Thurs).
  - iii. Club Sports teams practice (Tues – Thurs).
  - iv. During the Fall semester, through 11 November, all non-NCAA rats participate in Rat Challenge (Tues and Thurs). In the event of forecasted inclement weather cancelling Rat Challenge on either Tuesday or Thursday, DPE may use Wednesday as a make-up day. Coordination between DPE and the Assistant Commandant for Operations (S-3) will proceed as follows:
    - 1) On Monday afternoon, prior to 1400 hrs, an operational decision will be made to move Tuesday Rat Challenge events to Wednesday MilDuty based on inclement weather concerns.
    - 2) Similarly, on Wednesday morning prior to 1100 hrs, an operational decision will be made to move Thursday Rat Challenge events to Wednesday MilDuty based on inclement weather concerns.
    - 3) Scheduled Wednesday MilDuty Cadre training and Penalty Tours (for Rats and Rat Challenge Cadre) will shift backward to Tuesday MilDuty when Rat Challenge is executed on a Wednesday due to Tuesday inclement weather. Wednesday Cadre training and Penalty Tours (for Rats and Rat Challenge Cadre) will shift forward to Thursday MilDuty when Rat Challenge is executed on a Wednesday due to projected Thursday inclement weather.
  - v. Penalty Tours (Wed).

- k. **Remedial Fitness Program (RFP).** (1605 – 1800 hrs, Wednesdays) Refer to General Order 31, Corps of Cadets Physical Training Program on the RFP. Cadets in the Remedial Fitness Program (RFP) with PTs must attend RFP. On official Rat Challenge Wednesdays, upper class cadets on Rat Challenge *station* cadre are excused from RPT. *Company* Rat Challenge cadre are not excused from RPT.
- l. **Release from Quarters (RQ)** (1605 hrs – SRC, Wednesday) Cadets with full Class Privileges may take General Permit. Cadets have RQ/GP from 1200 – SRC Monday through Friday, provided they have full class privileges and do not miss any military or academic duty.
- m. **Rat Military Duty** (1605 – 1800 hrs, Wednesday) Time used for Military Training and Rat Challenge make-up.
- n. **Penalty Tours (PTs)** (1605 – 1800 hrs, Wednesday). PTs for all cadets with penalty tours.
  - i. Cadets on NCAA in-season permits are excluded from marching PTs on Wednesdays so as to attend practice or developmental training. In lieu of marching, these in-season cadet-athletes will attend a mandatory Study Hall from 2000-2200 hours on Wednesday evenings. In the event the Study Hall conflicts with required attendance at an event during the Dean’s lecture period, cadet-athletes are excused from the first hour of Study Hall, but must report to Study Hall immediately after the required formation.
  - ii. Cadets on NCAA out-of-season permits will march PTs.
  - iii. Cadets in the Remedial Fitness Program (RFP) who have PTs must attend RFP in lieu of marching PTs.
  - iv. On official Rat Challenge Wednesdays, upper class cadets on Rat Challenge *station* cadre are excused for PTs (no credit). *Company* Rat challenge cadre are not excused from PTs.
- o. **Supper Roll Call (SRC)** (1900 hrs, Mon - Fri). The Corps forms and marches to Supper. NLT 1945hrs on Mondays and Tuesdays, in-season NCAA football cadets report to Crozet Hall for SRC following their team meeting. The cadre supervised Rat March-up from SRC will conclude NLT 1945hrs in order for Rats to quickly transition to the Evening Study Period.
- p. **Evening Study Period (CQ)** (Monday - Thursday, 1945 - 2315 hrs and Fridays, 1945 – 2345 hrs). No mandatory non-academic activities may be scheduled during Evening Study Period without the approval of the Dean of Faculty. The intent of this period is to provide the maximum opportunity for cadets to focus on academic excellence. The period is reserved for study, homework, and preparation of academic requirements. Cadet Chain of Command or Class Leadership duties may be performed until 2000 hours, and cadet officers and sergeants and class officers may perform individual Cadet Chain of Command or Class duties until 2100 hours. Due to the above listed cadet duties between 1945-2000hrs, any scheduled lectures or make-up classes should not commence prior to 2000hrs. This allows a 15-min

- transition period between the end of SRC and beginning of a lecture/class at 2000hrs. Cadet leaders may not task cadet corporals or cadet privates or other cadets to complete any chain of command or Class duties or requirements during the Evening Study Period; however, cadets may voluntarily exercise the authorizations and privileges to which they are entitled, providing they have no conflicting duty.
- q. **Extra-curricular Activities** (1945 – 2100 hrs, Monday and Tuesday). Cadets may be excused from evening study period 1945 – 2100 hrs on Mondays and Tuesdays to voluntarily attend authorized club, team, religious activities or meetings related to the Class System (excluding adjudication of disciplinary matters). Mandatory formations or events must be approved by permit through the Commandant's Office to the Dean. Mondays are reserved for Cadet Staff meetings and meetings of extracurricular clubs and teams; Tuesdays are reserved for Class/GC Meetings, Honor Court assemblies and religious activities. Class/GC Meetings and Honor Court assemblies have priority over religious activities. Competitive club teams may not conduct practices or compete during this time. When possible, mandatory lectures should not begin until 2000 hours. Any given activity may schedule one meeting per week. Meetings must end and cadets must be dismissed by 2045 hours or earlier if travel time is required for return to Post. See Annex 1 for exceptions.
- r. **Rat Disciplinary Committee (RDC) Events** (Monday and Tuesday, 2315 - 2345 hrs). Individual Rats may be assigned an additional session with the RDC at the weekly RDC meeting on Sunday night. Rats assigned a "gross conduct workout" report to the RDC on Monday nights at 2315 hours for a fifteen minute physical workout. Rats assigned a "corrective session" report to the RDC on Tuesday night at 2315 hours for activities such as knowledge tests, uniform inspections, etc. During this corrective session, Rats may be required to do a set number of push-ups as authorized by the Commandant. All evening RDC activities are supervised by a member of the Commandant's staff.
- s. **Dean's Lecture Period** (1945 – 2100 hrs, Wednesdays and Thursdays). Cadets may be required to attend lectures or other academic activities until 2100 hours during of the Evening Study Periods only on Wednesdays and Thursdays. When possible, mandatory lectures should not begin until 2000 hours. These activities must end by 2100 hours. Cadets may voluntarily remain to participate in further discussion with the lecturer. Mandatory cadet attendance at an evening lecture requires compensatory class time.
- t. **Call to Quarters - Release in Barracks (CQRB)** (2315 – 2330 hrs Monday through Thursday; 2345 – 2400 hrs on Friday). Unless otherwise authorized, cadets return to Barracks to get personal effects in order before Taps. Visitation is authorized.
- u. **Taps** (2330 hrs Monday – Thursday; 2400 hrs Friday). All cadets must be in their assigned barracks room or other "All Right" locations if taking Late Study. Overhead room and sink lights are off. Only desk lamps and computers are authorized from Taps until 0200 hours for First and Second Class. Third Class cadets are authorized desk lamps and computers from Taps until 0100 hours. No lights or computer use is authorized after Taps for New Cadets.

- v. **Late Study.** Authorized in academic buildings and the Barracks Study Room for First and Second Classes until 0130 hours; Third Class until 0030 hours; and no late study is authorized for New Cadets.
- w. **Cadet Rest (Taps – 0600 hrs).** Unless authorized Late Study, cadets are in their assigned barracks room. No First or Second class cadets are authorized outside of their assigned barracks rooms after 0130 hours. No third class cadets are authorized outside of their assigned barracks rooms after 0030 hours. No New Cadets are authorized outside of their rooms after Taps.

#### 4. Weekend.

**Saturday.** Generally there will be no pre-0800 hours activities on Saturday. Exceptions include periodic New Cadet Road March training and rifle runs. This could require a wake up as early as 0500 to complete a marching program by 0800 hours. Likewise, individual room re-inspections may require a re-inspection at 0700 hours. There are three kinds of Saturday Morning Duty from 0800 – 1200 hours, designated annually by the Superintendent: Academic Duty, Military Duty and ROTC Duty.

- i. **Academic Duty Saturdays.** Academic and academic support departments may schedule academic activities. Other departments or activities may not schedule activities from 0800 – 1200 hours without the permission of the Dean of Faculty. In coordination with the Office of the Dean, Academic departments may schedule mandatory activities for majors or other departmental subgroups. Academic departments and academic support departments may schedule any activities involving voluntary cadet attendance during that time. All unscheduled time reverts to Cadet Time.
- ii. **Military Duty Saturdays.** The Commandant may schedule activities with cadets from 0800 – 1200 hours. Departments and activities other than the Commandant's Office may not schedule activities from 0800 - 1200 hours without the permission of the Commandant of Cadets. All cadets, regardless of NCAA team status, march Saturday morning parades on home football weekends (unless signed out for an authorized scheduled intercollegiate competition).
- iii. **ROTC Duty Saturdays.** ROTC departments may schedule activities with cadets from 0800 – 1200 hours. Departments and activities other than the ROTC departments may not schedule activities from 0800 – 1200 hours without permission of the ROTC Coordinator.
  - a. **Release from Quarters (RQ) (0600 – 0700 hrs).** Cadet Time, including rest, except as indicated. No VMI program activities are authorized before 0600 hours, except those Rat activities authorized in paragraph 4 above.
  - b. **Remedial Fitness Program. (0600-0700 hrs).** Cadets on the Remedial Fitness Program will conduct physical training during this period.
  - c. **Reveille. (0700 hrs).** All cadets must be out of bed with their hays up and in BRC formation.

- d. **BRC and Breakfast** (0700 – 0750 hrs). No change from BRC on weekdays.
- e. **DRC** (1100 – 1315 hrs). No change, except as follows: For Saturday home football games, cadets may eat on their own timelines but must be complete the dinner meal in time for the pre-game march down formation.
- f. **Release from Quarters (RQ)** (Completion of Military Duty to SRC; End of SRC to Taps.) General Permit is in effect for cadets with full class privileges.
- g. **Penalty Tours (PTs)** (1300 – 1600 hrs). PTs for all cadets with penalty tours.
  - i. On those Saturdays where home Football and Basketball game attendance cancels the penalty tour session, cadets with penalty tours will form for mandatory study hall on the preceding Friday evening at 2000 hours. Friday evening mandatory study hall is from 2000-2300 hours.
  - ii. Cadets on NCAA in-season (traditional) permits are excluded from marching PTs. In lieu of marching, in-season cadet-athletes must attend mandatory Study Hall on Friday evenings from 2000-2300 hours. This Study Hall period serves as an alternative to marching PTs on Saturday and is in addition to the Wednesday Study Hall period.
  - iii. Cadets on NCAA in-season (non-traditional) permit will march PTs on Saturday. In the event of a scheduled competition during the PT period, the cadet-athlete is excused from PTs and will attend the Friday evening study hall. If a practice or scrimmage is scheduled during the Saturday PT period, coaches must coordinate and gain prior approval from the Commandant for cadet-athlete PT absences; they will then attend the Friday evening study hall.
  - iv. Out-of-season Intercollegiate NCAA cadet-athletes must march PTs on Saturday.
- h. **Saturday SRC** (1800 hrs). The Corps forms and marches to supper.
- i. **Taps** (0100 hrs). All cadets must be in their assigned barracks room or other “All Right” location if taking Late Study. Overhead room and sink lights are off. Only desk lamps and computers are authorized from Taps until 0200 hours for First and Second Class. Third Class cadets are authorized desk lamps and computers from Taps until 0130 hours. No lights or computer use is authorized after Taps for New Cadets.
- j. **Late Study**. Same as weekdays for First and Second Class (0130 hrs). There is no late study for Third Class and New Cadets on Saturday night.

#### **Sunday Schedule.**

- a. **Release from Quarters** (0830 hrs - SRC). Standard rules in effect.
- b. **Optional Brunch**. (0830 – 1300 hrs).

- c. **Voluntary Cadet Activities.** (0600 hrs - SRC). During this time cadets have discretion regarding participation in scheduled activities or events. No mandatory activities may be scheduled prior to 1200 hours. Participation in voluntary cadet activities does not take precedence over other activities or duties such as guard, intercollegiate or club competitions, or the like. Intercollegiate athletic competitions will not take place on Sunday except as specifically authorized. See Annex 1 for exceptions.
- d. **Penalty Tours (PTs)** (1300 – 1600 hrs). PTs for all cadets with penalty tours.
  - i. Cadets on NCAA in-season (traditional) permits are excluded from marching PTs. In lieu of marching, in-season (traditional) cadet-athletes must attend mandatory Study Hall on Saturday evenings from 2000-2300 hours. This Study Hall period serves as an alternative to marching PTs on Sunday and is in addition to the Wednesday Study Hall period.
  - ii. Cadets on NCAA in-season (non-traditional) permit will march PTs on Sunday. In the event of a scheduled competition during the PT period, the cadet-athlete is excused from PTs and will attend the Saturday evening study hall. If a practice or scrimmage is scheduled during the Sunday PT period, coaches must coordinate and gain prior approval from the Commandant for cadet-athlete PT absences; they will attend the Saturday evening study hall.
  - iii. Out-of-season Intercollegiate NCAA cadet-athletes must march PTs on Sunday
- e. **Sunday SRC** (1800 hrs). The Corps forms and marches to supper.
- f. **Evening Study Period** (1945 – 2315 hrs). Same rules in effect as for Weekday Evening Study Period. One exception to this is the weekly RDC meeting which takes place Sunday evenings for select 4<sup>th</sup> classmen that have shown breaches of discipline. The Sunday RDC meeting commences at 2315 hours and consists of hearings only. Rats may be required to conduct a set number of push-ups as authorized by the Commandant.
- g. **CQRB** (2315 – 2330 hrs). No change from Weekday schedule.
- h. **Taps** (2330 hrs). No change from Weekday schedule.
- i. **Late Study.** No change from Weekday schedule.

## 5. Corps Furloughs, Holidays and Leaves.

- a. Furloughs and Holidays. Christmas, Spring, Thanksgiving and Summer Furloughs are addressed in a separate VMI Numbered Memoranda.
- b. Cadet Leave is considered a privilege and a cadet must be eligible to obtain it. See VMI Blue Book for information pertaining to leave authorization and departure and return times.

**6. Intercollegiate Athletics Home Competitions.**

- a. The Intercollegiate Athletic Department schedules athletic contests within the time frame mandated by the NCAA and the conference master schedules and in accordance with the Institute Schedule. Contests will be scheduled to avoid the academic day as much as possible. Football is normally played on Saturday afternoons; Basketball will be scheduled at night and on the weekends; Outdoor sports will schedule contests after the academic day whenever possible and principally on weekends. (Some events may be scheduled during class time because of limited daylight hours.) Indoor sports will schedule contests after the academic day and on weekends.
- b. Scheduling will avoid contests during the exam period or the day or night before a final exam. Preference is to provide two days between each athletic event and first exam of athletes.
- c. Conference commitments may require some basketball and baseball games to be scheduled on a weekend during the exam period. The Athletic Director is committed to minimizing these cases. No mandatory attendance at these events will be required of cadets during the reading day or exam period.
- d. Saturday and Sunday non-football contests will generally not start until 1200 hours, however some Soccer games and Cross-Country meets will be scheduled in the mornings of home football game days. Multi-team tournaments may require morning competitions on weekends and holidays.

FOR THE SUPERINTENDENT:

James P. Inman  
Colonel, US Army (Ret.)  
Chief of Staff

OPR: IPC

DIST: E, Cadets

Attachments –           Annex 1, Exceptions  
                                  Annex 2, Daily Cadet Schedule

## ANNEX 1 EXCEPTIONS TO THE INSTITUTE SCHEDULE

### Special Duty Requirements.

Cadets may be required to participate in guard and special duty requirements in accordance with published VMI regulations.

### Intercollegiate Athletics.

In-season intercollegiate athletic teams are authorized to practice (per NCAA rules) a maximum of four hours per day and 20 hours per week. In-Season teams will normally practice during the period 1605 - 1850 hours, Monday-Friday. In-Season teams are authorized to practice or compete on the weekends in lieu of any afternoon military duty. Practices may not begin until completion of Saturday Morning Duty at 1200 hours unless approved by the Dean; Commandant; and ROTC Department Heads. In-season teams are not required to serve on the Guard Team. However, coaches of teams with traditional lengthy seasons (Track; Cross Country; Rifle) will ensure that cadets on their team have opportunities throughout each semester to stand guard. Teams that are out-of-season under NCAA by-laws are authorized to use Monday - Thursday from last academic duty to SRC formation and on Friday from completion of military duty to SRC formation for strength training, fitness training and individual workouts with coaches. Out-of-season athletic teams conducting strength and/or fitness training will conduct such training in lieu of PTT on Mondays, but will revert to ROTC and Commandant's control during the Friday PTT period. Teams that are out-of-season will serve guard. Additionally, out-of-season teams are required to attend military duty on Fridays. All teams attend military duty on Saturday mornings. Furthermore, teams that are in a non-traditional season (e.g. baseball and lacrosse during the fall semester and football and men's and women's soccer during the second semester) while practicing as an in-season team per NCAA rules, will also serve guard. In order to take advantage of NCAA rules, during the 30 day period prior to the official beginning of basketball season, mid-September to mid-October the Basketball team, while in out of season permit status, will be authorized to meet/train during Physical Training Time (PTT) on Friday and military duty on Friday. The wrestling team, while on out of season status, during the three Friday's prior to the official beginning of wrestling season, is authorized to meet/train during PTT. The Director of Intercollegiate Athletics is also authorized to schedule the use of 7th Class Period (M, W, F) and 5th Class period (T, Th) for practice and other directly related activities in support of NCAA athletic teams. However, in all cases, attendance at classes scheduled during these times takes priority over all other activities.

### Cadet Club Sports

- a. Cadet club sports are administered and approved by the Deputy Commandant for Cadet Life. They will meet, practice and compete in accordance with their permit.
- b. Club sports practice from 1605 hours - SRC, Tuesday - Thursday. All club sports cadets march parade on Fridays. Non-NCAA 4<sup>th</sup> class cadets may participate in a club sport during military duty on Wednesdays. However, they will not miss Rat Challenge or New Cadet Military Training on Tuesday and Thursday or a make-up session held on Wednesday. The schedule of competition for all club sports must be coordinated through the Deputy Commandant for Cadet Life to the Commandant.

### Extracurricular Activities.

Cadet extracurricular activities are administered by the Deputy Commandant for Cadet Life and are approved to meet, practice, or rehearse as stipulated in their permits. Clubs and

extracurricular activities may be suspended or added after the Club Fair is held based on the interests of the current Corps of Cadets.

### **Academic Activities.**

**Educational Trips.** Trips may be conducted in accordance with established VMI policy. Mandatory Trip Sections normally do not begin earlier than 0800 hours and end no later than 1605 hours. Trips that extend outside the 0800 - 1605 hours window require the sponsor to submit a permit to the Commandant for coordination to ensure absences will not interfere with other required duties. Voluntary trips may be scheduled during periods reserved for Voluntary Cadet Activities.

**Late Study.** Late study restrictions are suspended during Fall and Spring Final Examination Periods, in accordance with permit submitted by the cadet S2 through the Commandant's Office.

**New Cadet Dinner Meetings with Academic Advisers.** During the Academic Year, new cadets are authorized to eat with their academic advisors, as per published schedule, once or twice a month in Crozet Hall during the dinner hour.

### **Academic Honor Societies.**

Academic Honor Societies are administered by the Office of the Dean, are authorized to meet and conduct related activities.

### **Religious Activities.**

As a general rule, VMI-sanctioned religious activities are scheduled on Tuesday evenings from 1945 – 2100 hours. Prayer breakfasts are authorized to be scheduled on any day of the week; supper Bible study is authorized Sunday through Thursday. Religious activities involving off post churches or locations are authorized on a case-by-case basis via permit and the Blue Book.

**Religious Retreats.** Cadets may voluntarily participate by permit in one religious weekend retreat per semester; involvement in additional retreats is handled by permit on a case-by-case basis.

### **Field Training Exercises.**

Field Training Exercises (FTX) are conducted in the fall and spring during each academic year. Fall FTX begins at the completion of academic duty on a Friday and ends at 1600 hours on the following Sunday. Army ROTC is the only service that participates in this activity. For all other cadets, the normal Operating Rules are in effect during that period. Spring FTXs begin at the completion of academic duty on a Friday and end at 1600 hours the following Tuesday. All service ROTC units participate in Spring FTXs. Non-commissioning members of the first and second class participate in activities specified by the Commandant of Cadets during this period. It is the Superintendent's intent that all cadet athletes in the fourth and third classes participate in at least one FTX (fall or spring) during each of their fourth and third class years.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>CQ AFTER TAPS</b>	<b>RQ 0600-0700</b>	<b>RQ 0600-0700</b>	<b>RQ 0600-0700</b>	<b>RQ 0600-0700</b>	<b>RQ 0600-0700</b>	<b>RQ 0600-0700</b> Remedial PTT 0600-0700	<b>0830 STATUS CHECK</b>
	<b>BRC 0700-0750</b>	<b>BRC 0700-0750</b>	<b>BRC 0700-0750</b>	<b>BRC 0700-0750</b>	<b>BRC 0700-0750</b>	<b>BRC 0700-0750</b>	<b>0830-1300 BRUNCH</b>
	1st CP 0800-0850	1st CP 0800-0915 (1 HOUR 15 MIN)	1st CP 0800-0850	1st CP 0800-0915 (1 HOUR 15 MIN)	1st CP 0800-0850	0800-1200 <b>Dean's Commandant or ROTC Saturdays per published schedule</b>	
	2nd CP 0900-0950	2nd CP 0925-1040 (1 HOUR 15 MIN)	2nd CP 0900-0950	2nd CP 0925-1040 (1 HOUR 15 MIN)	2nd CP 0900-0950		
	3rd CP 1000-1050	3rd CP 1050-1205 (1 HOUR 15 MIN)	3rd CP 1000-1050	3rd CP 1050-1205 (1 HOUR 15 MIN)	3rd CP 1000-1050		
	4th CP 1105-1215 (1 HOUR 15 MIN) Dean's Time		4th CP 1105-1215 (1 HOUR 15 MIN) CMDT's Time	4th CP 1050-1205 (1 HOUR 15 MIN)	4th CP 1105-1215 (1 HOUR 15 MIN) PTT - In season athletes excused		
	<b>DRC 1100 - 1300</b> Cadet walkdown	<b>DRC 1100 - 1300</b> Cadet walkdown	<b>DRC 1215 - 1315</b> Cadet walkdown	<b>DRC 1100 - 1300</b> Cadet walkdown	<b>DRC 1215 - 1315</b> Cadet walkdown	<b>DRC 1100 - 1315</b> Cadet walkdown	
	5th CP 1300-1350	4th CP 1300-1415 (1 HOUR 15 MIN)	5th CP 1300-1350	4th CP 1300-1415 (1 HOUR 15 MIN)	5th CP 1315-1405	<b>PTs 1300-1600</b>	<b>PTs 1300-1600</b>
	6th CP 1400-1450		6th CP 1400-1450		6th CP 1415-1505	<b>CMD - SRC RQ</b>	
	7th CP 1500-1550 1400 - 1515 Alternative Class Time	5th CP 1425-1540 (1 HOUR 15 MIN)	7th CP 1500-1550 1400 - 1515 Alternative Class Time	5th CP 1425-1540 (1 HOUR 15 MIN)	7th CP 1515-1605		
	1605-1800 PTT Athletes Excused	1550-1850 RAT CHALLENGE 1550-1850 NCAA Club Sports	1605-SRC RQ 1600-1850 PTs 1605-1800 NCAA Sports 1605-1800 Rat Mil Duty 1600-1800 Clubs	1550-1850 RAT CHALLENGE 1550-1850 NCAA Club Sports	1635-1730 PARADE 1615-1850 NCAA		
	<b>SRC: 1900</b>	<b>SRC: 1900</b>	<b>SRC: 1900</b>	<b>SRC: 1900</b>	<b>SRC: 1900</b>	<b>SRC: 1800</b>	<b>SRC: 1800</b>
	Extracurricular Activities (Clubs & Staffs) 1945-2100 Evening Study Period 1945-2315 CQRB 2315-2330 TAPS 2330	Extracurricular Activities (Religious meetings and mass activities ) 1945-2100 Evening Study Period 1945-2315 CQRB 2315-2330 TAPS 2330	Dean's Lecture Period 1945-2100 Evening Study Period 1945-2315 CQRB 2315-2330 TAPS 2330	Dean's Lecture Period 1945-2100 Evening Study Period 1945-2315 CQRB 2315-2330 TAPS 2330	Evening Study Period 1945-2345 CQRB 2345-2400 TAPS 2400	<b>SRC - TAPS RQ</b>	Evening Study Period 1945-2315 CQRB 2315-2330 TAPS 2330
	<b>REST</b>	<b>REST</b>	<b>REST</b>	<b>REST</b>	<b>REST</b>	<b>REST</b>	<b>REST</b>