

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 4)

22 May 2023

CADET CLEARANCE PROCEDURE POLICY

1. **Policy:** Cadets departing VMI, for any reason, must properly out-process before their status is officially changed. Cadets may depart from VMI due to voluntary resignation, medical reasons, or administrative punishment (suspension or dismissal). Failure to properly out-process may result in disciplinary and/or financial penalties, to include having one's security deposit withheld.
2. **Departure Status:** A cadet's departure is classified under five categories 1) voluntary resignation, 2) medical departure, 3) administrative/active-duty leave, 4) suspension, or 5) dismissal.
 - A. **Voluntary Resignation:** A cadet may decide to resign from VMI due to personal reasons. Common reasons include desiring to transfer schools, 10 credit rule, and participation in a study abroad program.
 - 1) A cadet who resigns to avoid possible disciplinary suspension or dismissal will have his or her internal record annotated "Disciplinary Action Pending" which may impact the cadet's ability to be readmitted to VMI. A cadet who resigns after being charged with an honor offense will, in accordance with the VMI Honor Court Charter, be deemed to have admitted guilt and the cadet will be dismissed in the usual manner. Cadets will be counseled by an Institute official prior to departure.
 - 2) A cadet who resigns is not guaranteed readmission to VMI unless he or she has departed due to an approved medical furlough or is participating in an approved study abroad program (all cadets must meet the health and academic requirements for readmission).
 - B. **Medical Departure:** A cadet may be placed on either medical leave or medical furlough by the Commandant, as advised by the Institute Physician, due to medical constraints that may impact that cadet's health and performance. Based on the severity of the circumstances, these statuses may be voluntary or involuntary.
 - 1) **Medical Leave** is normally for a short, specified period in order for cadets to receive medical treatment or rehabilitation services off Post and out of the local area. Cadets need not out process from VMI when departing on medical leave.
 - 2) **Medical Furlough** is for a longer duration and is to be used when a cadet's illness or injury is such that the cadet is unable to perform the duties expected of a VMI cadet. Cadets departing on medical furlough must adhere to these clearance procedures.

- 3) See *General Order 61: Medical Leave and Medical Furlough Policy* for more information.
- C. **Active Duty/Military Administrative Leave:** Cadets may be placed on either active duty leave for pre-deployment/deployment duty or administrative leave for military training if they receive official orders by the military. Cadets who fall under this category must provide proof of such orders in writing to the Registrar's Office unless military necessity prohibits prior notification. If no written or verbal notice is provided, then an attestation will be required upon a cadet's return to VMI as mandated by Section 487 of the Higher Education Opportunity Act of 2008 (HEOA). If all requirements of Section 487 of the HEOA are met, a cadet is guaranteed re-admission upon completion. The Registrar's Office is the point of contact regarding this category.
- D. **Suspension:** A cadet may be suspended for either academic or disciplinary reasons. Suspended cadets may reapply to the Readmission Committee by the established deadlines. The Readmission Committee may approve or disapprove the application to reapply. Listed below are cases in which a cadet may be suspended. Further information may be found in *General Order 17: Administrative Process for Cadet Suspensions and Dismissals*.
- E. **Dismissal:** A cadet may be dismissed for a variety of reasons to include medical, academic, and disciplinary. Dismissed cadets can reapply to the Readmission Committee by the established deadlines. The Readmission Committee may approve or disapprove the application to reapply. Listed below are cases in which a cadet may be dismissed. Further information may be found in *General Order 17: Administrative Process for Cadet Suspensions and Dismissals*.
3. **Notification:** Once the cadet has received the clearance form and started the out-processing procedure, the Administrative Assistant for Accountability will email the name of the departing cadet to the appropriate departments. The infirmary will send the email regarding medical leave or furlough when the cadet leaves and returns to Post. Cadets required to check in or coordinate with the Cadet Counseling Center as part of their out-processing will be directed to do so through the appropriate written documentation.
4. **Out-Processing Procedures**
- A. To be completed by the cadet (upper class only), unescorted
 - 1) Out-processing cadets who fall under the categories listed below will be allowed to out-process unescorted but must complete a Cadet Clearance Survey (Annex A), Out-Processing Form, and inventory sheets as applicable.
 - a) Voluntary Resignation
 - b) Active Duty/Administrative Leave
 - c) Medical Furlough (if able)

- B. To be completed by the cadet, escorted
- 1) Out-processing cadets who fall under the categories listed below will be escorted by a member of the S1 Staff and must complete a Cadet Clearance Survey (Annex A), Out-Processing Form, and any inventory sheets as applicable.
 - a) Voluntary Resignation (Rat/4th Class Only * Only until Breakout)
 - b) Suspended
 - c) Dismissed
 - 2) Out-processing individuals are responsible for making their own travel arrangements. Cadets needing assistance in doing so may contact the Administrative Assistant for Accountability. The Administrative Assistant for Accountability may be able to assist in travel coordination depending upon the cadet's specific situation and the Administrative Assistant for Accountability's workload at the time.
 - 3) Out-processing cadets are responsible for taking all personal items with them upon their departure from the Institute. Cadets who are unable to take all items when they depart VMI may ship their items to their home of record at their own expense. The Commandant's Office will retain the housing deposit of any cadet who fails to either remove all personal items from Post or to return Institute, ROTC, athletic department, or other property for which they are responsible.
- C. Out-processing in absentia (To be completed by a member of the S1 Staff.)
- 1) Any out-processing cadet who is unable or unwilling to complete the out-processing procedures in person will be out-processed in absentia. A member of the S1 Staff will complete a Out-Processing In Absentia Form and applicable inventory sheets.
 - 2) The Commandant's Office charges the cadet's account to cover shipping costs associated with being out-processed in absentia.
- D. To be completed by the Honor Court
- 1) Any cadet who is found guilty of an honor violation will be out-processed by an Honor Court member in coordination with the Administrative Assistant for Accountability.
 - 2) Honor Court personnel follow the same out-processing procedures as the S1 Staff paying particular attention to the recovery of ROTC equipment and other VMI property. Cadets' personnel items are not left in their barracks room or trunk room. Honor Court personnel provide the departing cadet the opportunity to complete the Cadet Clearance Survey.
 - 3) Honor Court members collect VMI rings from departing cadets as appropriate. These rings are then turned over to the Director of Cadet Life for disposition.

5. Out-Processing Procedures, Rats during Matriculation Week: New Cadets departing during the nine-day early return period adhere to an alternate clearance procedure provided in Annex B to this General Order.

6. Furlough Notifications – Cadet Clearance Procedure:

Cadets who have registered for the fall or spring semester but decide that they will not return to VMI for the upcoming semester out-process via the following notification procedures:

- 1) Cadets notify the Administrative Assistant for Accountability in the Commandant's Office (via telephone or email) of the intent to resign and not return to the VMI Corps of Cadets for the fall semester. (Phone: 540-464-7073)
- 2) Cadets must contact all appropriate offices after deciding not to return the following semester including:
 - Financial Aid Office (540-464-7208). Financial Aid Recipients – Stafford Loan Exit Interview
 - Student Accounts (540-464-7217). Check for any outstanding balances.
 - Registrar's Office (540-464-7192). Drop classes and place into resignation/appropriate status
 - Academic Advisor
 - Coach (for all NCAA Scholarship Athletes)

Departing cadets must contact the following offices as appropriate to ensure that there are no outstanding obligations or books or equipment outstanding. Cadets are responsible for unreturned equipment.

- Athletic Equipment Department (540-464-7444). Regarding equipment to be returned
- Band (540-464-7646). If a member of the band
- Dean's Office (540-464-7212). If an Institute Scholar
- Laundry (540-464-7235) / Military Store (540-464-7303). Regarding issued uniform items
- Physical Education (540-464-7317). If utilizing a locker
- Preston Library (540-464-7129). Regarding checked out books
- ROTC Branch – Regarding outstanding equipment or property

VMI Faculty and Staff members who learn of cadets who are not returning following members must contact the Administrative Assistant for Accountability at x 7073.

Publication of Special Orders (Summer Months): Monthly summer orders are published announcing resignations, suspensions, readmits, and other changes to track accountability and notify the community of cadets who change their status during summer furlough. A final order is published after Registration Day documenting the names of cadets who failed to return as expected.

7. Hours: Cadets wishing to out-process should do so between 0830 and 1530hrs Monday through Friday. If Cadets unable to clear Post at this time must report to the Officer in Charge to complete the Out-Processing Form to the greatest extent possible.

- 8. Forgotten & Abandoned Items:** Personal items left behind by out-processing cadets are discarded no sooner than ten (10) days from the date the out-processing individual departs VMI. Out-processing cadets must notify the Administrative Assistant for Accountability within ten (10) days if they have forgotten an item which they wish to reclaim. These items will be shipped to the individual at their own expense.
- 9. Special Orders:** The Administrative Assistant for Accountability collects the clearance paperwork and e-mails the Chief of Staff, QMD, and Registrar's Office stating the effective date of departure of all cadets. The Chief of Staff's office publishes Special Orders listing departed cadets and their status.

FOR THE SUPERINTENDENT:

John M. Young
Lieutenant Colonel, Virginia Militia
Chief of Staff

DIST: E, Cadets

ANNEX A

CADET CLEARANCE SURVEY

Name: _____ Room Number: _____
Last Date of Class Attendance: _____ Phone Number: _____
Matriculation Class: _____ Major: _____ Company: _____
Academic Advisor: _____ NCAA Team: _____ ROTC: _____
Scholarship: _____ (Athletic, ROTC, Institute Scholar, etc.)
(For New Cadets) Dyke's Name: _____ (For 1st Classmen) New Cadet's Name: _____

I am departing VMI because (check all that apply):

- It is not for me Financial Reasons 10-Hour Rule Foreign Study
 Medical / Injury Suspension / Dismissal Poor Academic Performance
 Other (Please Specify) _____

<p>ADDITIONAL QUESTIONS FOR NEW CADETS</p> <p><input type="checkbox"/> I do not like the living conditions</p> <p><input type="checkbox"/> I want more privacy</p> <p><input type="checkbox"/> The rooms are uncomfortable</p> <p><input type="checkbox"/> VMI is too "military" for me</p> <p><input type="checkbox"/> VMI is not "military" enough for me</p>
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Please indicate the extent to which you agree with the following statements (1=strongly agree to 5=strongly disagree)

1. I expected the rigor I encountered at VMI. 1 2 3 4 5

2. I was mistreated at VMI. 1 2 3 4 5

3. Someone tried to make me leave VMI. 1 2 3 4 5

Please provide answers to the following questions about your VMI experience

1. What will you miss most about VMI? _____

2. What will you miss least about VMI? _____

3. How can we improve the VMI environment? _____

4. What would you change about the VMI Corps of Cadets? _____

5. What kind of involvement opportunities would you like to have that are unavailable at VMI? _____

6. Please provide any other comments you believe to be relevant regarding your VMI experience _____

ANNEX B

New Cadet Retention and Clearance Procedures **(Only Applies During the Nine-Day Matriculation Training Period)**

CONCEPT: New cadets may express an intent or thought of departing the institute during the Break-In period. This SOP details the steps to be taken when this occurs. It is critical for all involved in this process to remember that new cadets expressing thoughts of departing VMI oftentimes do not do so and therefore the goal of each step of this process is to convince the new cadet to resume training as soon as possible (this does not apply in instances where the new cadet poses a threat to themselves or others). The Commandant meets with all new cadets prior to the initiation of clearance procedures.

RETENTION PROCEDURE:

1. The company leadership talks to new cadets expressing a desire to depart the Institute. The company commander (or company executive officer in the absence of the commander) attempts to resolve the issue and return the new cadet back to training. The company OGA or CEA representative is present at this initial counseling. The new cadet does not leave the company area.
2. If the company commander or executive officer cannot resolve the issue, the company tactical officer is contacted to intervene. If the company tactical officer is unavailable, another uniformed commandant staff member or tactical officer is located and contacted to counsel the new cadet.
3. If the company tactical officer is unable to resolve the issue and return the new cadet back to training, a member of cadet government and another cadet escorts the new cadet to the New Cadet Retention Center (NCRC) located on the first floor of Scott Ship Hall. When a new cadet leaves the company to go to the NCRC, the company clerk informs the ROC of the change in the new cadet's location. The escorts contact the ROC when the new cadet arrives at the NCRC. At this point, primary responsibility for the location and status of the new cadets shifts from the company to the NCRC.
4. Institute staff members man the NCRC from 0800 to 2200hrs throughout the Break-In period (Immediately following march-in on Matriculation Day until 2200hrs the following Saturday).
 - a. The NCRC, reporting to the Commandant, facilitates meetings between relevant community members such as chaplains, coaches, academic advisors, and dykes and the new cadet. The tactical officer of the company to which the new cadet is assigned always meets with the cadet while they are in the NCRC.
 - b. Staff members document what was discussed during each counseling session occurring within the NCRC. NCRC personnel consolidate and safeguard this documentation.
 - c. NCRC staff members ensure new cadets do not depart the NCRC other than to visit the infirmary, eat in the mess hall, or return to training. New cadets may not depart the NCRC for any other purpose without permission from the Commandant, Deputy Commandant, or Chief of Staff to the Commandant.
5. The NCRC closes at 2200hrs. If a new cadet expresses a desire to leave the institute after this time, the company commander and tactical officer (or officer-in-charge if the tactical officer has departed for the evening) attempt to resolve the situation and keep the new cadet with the company.
 - a. If the new cadet cannot remain with the company, a member of cadet government and another escort representative take the new cadet to the post infirmary to speak with the

- nurse who assesses whether to admit them to the infirmary to await the reopening of the NCRC.
- b. If the ROC is closed for the evening, the guard team tracks these movements and provides the information to the ROC immediately upon its reopening the following morning.
6. Once a new cadet is assessed as able to return to the company, a company OGA/CEA representative and another escort contacts the ROC, ascertains the company's location and personally delivers the new cadet back to the cadre.
 7. The NCRC immediately notifies the Commandant (or Deputy Commandant / Chief of Staff to the Commandant if the Commandant is unavailable) if the new cadet decides to initiate clearance procedures.
 - a. Two cadet government members escort the new cadet to the Commandant. These escorts provide the Commandant the NCRC's documentation of all counseling that has occurred up to that time.
 - b. The Commandant counsels the new cadet and attempts to convince them to return to training.
 - c. The new cadet is immediately escorted back to their company if they decide to return to training.
 - d. The new cadet reports to the administrative assistant for accountability if they still want to depart the institute.

Clearance Procedure:

1. The administrative assistant for accountability briefs the new cadet on the clearance process and provides them a copy of the clearance checklist. Once clearing, two cadet government cadets or S1 staff members escort the departing cadet.
2. Clearance occurs during normal duty hours, 0800 to 1600hrs Monday through Friday. This ensures that the clearance checklist is properly completed, and that issued ROTC gear, rifles, uniforms, and other equipment are properly returned.
3. New cadets desiring to clear during weekends and off duty hours remain at the NCRC. They are housed for the evening in barracks or the infirmary depending upon their specific needs.

Harm to Self or others: Any individual involved in retention or clearing efforts immediately notifies the Cadet Counseling Center (540-464-7718) and Commandant if a new cadet expresses thoughts of harming themselves or others. **Individuals immediately contact 911 if it is assessed that there is an emergency.**