

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

- 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)

- 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.

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). I57.7.00000912 0 612 792 reWnBT/F1 12 Tf1 0 0 1 144.02 372.67 Tm0 g

GENERAL ORDER NUMBER 4,

ANNEX A

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ADDITIONAL QUESTIONS FOR NEW CADETS
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ANNEX B

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

CONCEPT:

Clearance Procedure:

Harm to Self or others:

Individuals immediately contact 911 if it is assessed that there is an emergency.