VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 4) 11 October 2013

CADET CLEARANCE POLICY

I. Outprocessing of Upperclass Cadets

1. Purpose: To establish revised Post-wide procedures for outprocessing cadets who resign or are suspended or dismissed.

2. General: Cadets must contact many departments across the Post as they outprocess. It is important that cadets follow correct procedures. Interested departments are notified by the Commandant's Office of cadets who are leaving VMI so that they may fulfill their responsibilities for materials, uniforms, weapons, billing arrangements, etc.

3. Outprocessing:
   a. Upper-class cadets should inform the Commandant's Office of their intention to outprocess. Cadets who are suspended or dismissed are informed by the Superintendent's Office of the requirement to outprocess. In all cases, upper-class cadets who are outprocessing must begin the process in the Commandant's Office – Old Barracks – Room 139A

   b. The Commandant's Office interviews departing cadets, provides paperwork for initiation of clearance process, and assures that the cadet completes the Resignation Form (Annex 1) and the top of the Clearance Form (Annex 2) before proceeding. The Commandant's Office will also provide documentation pertaining to articles of clothing to be returned to the QMD (Annex 5). The Registrar's Office provides the departing cadet with other supporting forms as relevant: Outprocessing Information Summary (including information on Forwarding Address, Transcript, Application for Readmission, Financial Account of Departing Cadets, Contact Information).It is extremely important that all departments forward any charges within 7 calendar days to the Student Accounting Office (Bursar), to be withheld from balances refunded to the departing cadet. A departing cadet may have charges for any number of reasons, but typically result from unreturned uniforms or equipment items, unreturned library books, damages to Institute property or infirmary charges.

      1. Commandant's Office emails the name of the departing cadet to the appropriate departments when clearance procedure begins.

      2. A cadet obtains signatures of all pertinent departments/persons on Clearance Form (e.g. military store, barracks, ordinance store room). The Commandant's Office is the final signature and collects ID card, clears all Special reports, and ensures room is cleared. The Commandant's Office collects the clearance

paperwork and e-mails the Chief of Staff, QMD and Registrar and states effective date of departure. When the Commandant's Office has verified that the clearance forms are complete, the forms along with the departing cadet's identification card will be forwarded to the Registrar's Office for posting to the cadet's permanent file.

3. The Office of the Chief of Staff publishes Special Orders listing departed cadets and their status across Post.

   It is the departing cadet's personal responsibility to insure they have cleared properly. The Institute assumes no responsibility or liability for any uniforms, other Institute property or any personal items left behind by a departing cadet. The Deputy Commandant for Support will make a reasonable effort to collect any Institute property in the departing cadet's room for turn-in to the QMD, and will place any abandoned personal items in Lost and Found storage for eventual disposal. (**Cadets who do not complete the Clearance Process may forfeit their security deposit of $200.)**

4. Special Circumstances

   a. Honor Court:
   The Superintendent's Representative to the Honor Court will inform the Commandant and Registrar when a cadet goes to pre-trial and/or trial.

   A member of the Court out-processes a cadet found guilty of an honor offense. The Clearance Form used by the Honor Court is red, but is otherwise identical to the standard Clearance Form. When out-processing is completed by a member of the Honor Court for a cadet convicted of an honor offense, the Clearance Form will be given to the Superintendent's Office who will notify the Commandant, Registrar's Office and the Chief of Staff so the appropriate orders can be published. The Honor Court is responsible for the disposition of all of the departing cadet's property (QMD turn-in, etc.)

   b. Medical Leave and Medical Furlough:
   There are two types of medical status. Medical leave is a short-term withdrawal from which the cadet is expected to return and complete academic work. A medical furlough is precipitated by the withdrawal from VMI for at least the remainder of a semester due to medical circumstances.

   The Post Physician will initiate medical leave and medical furlough. The Post Physician will inform the Commandant, Registrar and the Chief of Staff in writing, and sends the cadet to the Commandant's Office to complete the standard clearance process if possible. Instructors are notified by the Registrar's Office via email once the leave/furlough is processed.

If medical circumstances dictate that the cadet is unable to complete the clearance process, the Commandant's Office may clear the cadet in absentia. With the assistance of the guard team and Deputy Commandant for Support , the departed cadet's items will be collected. As deemed necessary the Post Physician will notify the Commandant's staff of cadets who should not be permitted in Barracks following placement on medical leave or furlough. Uniforms and other Institute property will be turned in to appropriate agencies, and personal items will be boxed and stored until disposition instructions from the cadet or guardian are received.

c. AWOL:
If a cadet is absent without leave for 24 hours, the cadet can be dismissed from the Institute. The Commandant's Office will provide an effective date of clearance, and inform the interested parties.

d. Cadets Studying Abroad
Cadets will complete the Study Abroad Approval Form in order to obtain permission to study abroad. This form will be completed and given to the Office of International Programs at the beginning of the study abroad planning process each semester. An unsigned block on the permit will signify that the cadet does NOT have permission to study abroad from that office and, therefore, the cadet is not approved for study abroad. This permit is NOT a clearance form.

The Director of International Programs will remind cadets who wish to study abroad that they must complete the normal clearance process, starting at the Commandant's Office, in order to clear Post and address all items included in that process in order to avoid charges.

e. Non-pre-registered cadets:
Cadets in a four-year graduation sequence who do not pre-register or notify the Institute of their intended status for the next full-time semester will experience the following consequences:

1. Once the designated pre-registration period has passed, all cadets who were anticipated to return and did not pre-register or notify the Registrar's Office of their intended status (i.e. resigning, study abroad, etc.) will be sent an email reminding them of their obligation to notify the Institute of their future intent.

2. If pre-registration is not completed by the designated follow up timelines, cadets will be administratively resigned from the Institute and assumed to be not returning for the next scheduled full-time semester. Prior to the start of the next semester a formal letter will be sent to the cadet outlining their administrative resignation status, and the policy for future readmission.

3. If cadet does not complete pre-registration and later decides they wish to return to Post, the cadet must submit a written letter of intent to the Registrar outlining why the appropriate procedures were not completed, and the rationale for their return to the Institute. A determination will be made at that time if the cadet is eligible to return (i.e. has no outstanding medical or disciplinary issues, and is academically eligible for return.) Cadets approved for return will be reactivated, will be subject to penalty in accordance with Blue Book for failure to comply upon their return, and will be responsible for any late fees associated with their failure to complete the pre-registration process in a timely manner.

f. Suspensions and Dismissals:
The Commandant of Cadets recommends suspension or dismissal for cadets with excessive demerits or other disciplinary infractions. **The Commandant, prior to the action, sends supporting information on suspension or dismissal to the Superintendent** with information sent to the Registrar's Office and other identified offices. Suspended or dismissed cadets initiate the standard clearance process at the Commandant's Office after the Superintendent informs them of their penalty.

The Executive Assistant to the Superintendent prepares suspension or dismissal letters for the Superintendent's signature for dispatch to the former cadet and his/her parents at his/her home-of-record address. **It is important that the memorandum outlining restrictions incident to suspension / dismissal be signed by the involved cadet before the cadet leaves the Superintendent's Office after being awarded the penalty.**

g. Withdrawals on evenings or weekends:
If a cadet decides to clear the Post during the evening or on a weekend, the OC advises him/her to wait to initiate the clearance process in the Commandant's Office during duty hours. As a last resort, if a cadet insists on clearing the Post on the weekend or during the evening, s/he should initiate the process with the OC, who will write the cadet's name in the OC log. The OC should advise the cadet that s/he will be billed for any uniforms that are not returned. The OC will collect and secure the cadet's rifle. The Office of the Commandant will follow-up on the next working day to clear the cadet in absentia. Nonetheless, it is the departing cadet's personal responsibility to insure s/he has cleared properly. The Institute assumes no responsibility or liability for any uniforms, other Institute property or any personal items left behind by a departing cadet. The Deputy Commandant for Support will make a reasonable effort to collect any Institute property in the departing cadet's room for turn-in to the QMD, and will place any abandoned personal items in Lost and Found storage for shipment to the cadet at the cadet's expense if the cadet provides shipment instructions or for disposal at the end of the semester.

h. Re-admissions:
When the Registrar's Office is certain of re-admissions, they will inform all interested parties.

i. Non-returning Cadets:
As the Registrar's Office becomes aware that certain cadets do not plan to return, they will inform all interested parties.

5. End of Clearance Process
A cadet has "cleared" successfully when the form is turned in to the Commandant's Office and an effective date is assigned. Cadets who fail to complete the clearance process may forfeit their deposit.

II. NEW CADET INTERVIEWS AND OUT-PROCESSING PROCEDURE

1. Purpose. During the early weeks of their cadetship some new cadets express a desire to leave VMI. Timely action must be taken to assist them in examining their expressed desire to leave and in facilitating new cadets' transitions to and from living in the VMI environment. This document outlines the interviewing and out-processing of new cadets who desire to leave VMI. This process is also summarized in the Interview Schedule Flowchart (Annex 6).

2. Terms. The Institute Counselors are employed by VMI at the Center for Cadet Counseling. The Cadet Peer Educators (CPE) is a group of upper-level cadets who are trained as peer counselors through the Center for Cadet Counseling.

3. Return to Duty. If the new cadet withdraws their request to resign at any time during the interview process, the new cadet will return to duty. The paperwork of new cadets that return to duty will be kept in the Cadet Counseling Office.

4. Interview Schedule for New Cadets Expressing a Desire to Leave VMI.
   a. When anyone at VMI learns of a new cadet's desire to resign from VMI in the week following matriculation day, they should refer the new cadet to the Company Commander or TAC Officer. If the new cadet continues to express a desire to resign he will be escorted to the Cadet Counseling Field Office in Barracks by an EMT. The Institute Counselor will complete the initial interview with the new cadet; fill out the demographic information on the Routing Form (Annex 7), and document content, recommendations, and clinical assessment of the interview. If deemed appropriate and if a desire to continue with interviews is expressed by the new cadet, the Counselor will allow for a CPE to meet with the new cadet to discuss adjustment related concerns. Once paperwork on a new cadet is generated, this paperwork should stay with the new cadet until they return to

duty or submits the paperwork to the Registrar's Office to begin the clearance process.

b. The CPE will refer the new cadet to an Institute Counselor for counseling if he continues to express a desire to resign, or for clearance to return to duty. If deemed appropriate by the Institute Counselor contact with the new cadet's parents will be made. If the new cadet is intent on resignation, the Institute Counselor will prepare the Routing Form (Annex 7), listing the Institute officials who need to interview the new cadet. Possible Institute officials to interview the new cadet are listed in block 4 of the Interview Schedule (Annex 6).

c. New cadets will then interview with all pertinent Institute officials identified on their routing forms by the Institute Counselor. During the week following Matriculation Day, the CPE will escort new cadets to each interview on the routing form. Everyone who interviews the new cadet should write a brief statement on the New Cadet Interview Form (Annex 8), sign and date their statement, and then initial the Routing Form.

d. After completing all interviews with Institute officials, the new cadet should return to an Institute Counselor with all paperwork. At this time, the new cadet will fill out the Withdrawal Statement (Annex 9) under the supervision of an Institute Counselor. Any new cadet who alleges mistreatment or having been forced to leave will be asked to provide specifics on the withdrawal form.

e. The new cadet will be escorted to the Office of the Commandant to be interviewed. If noted, the Commandant will investigate allegations of mistreatment or of new cadets being "forced to leave" as appropriate. The Superintendent and the Inspector General will be informed of any departing new cadet who makes such allegations.

f. After the Commandant or his designee interviews the new cadet, he will be escorted through the clearance procedure. The Commandant's Office will notify interested agencies that the new cadet has begun the clearance procedure. The Registrar's Office will keep the completed out-processing paperwork of all new cadets who leave VMI in their permanent student files after the process has been completed.

g. When the Commandant's Office receives the paperwork on a new cadet leaving VMI, it will give the new cadet the clearance sheet and instructions. The CPE will escort new cadets who are leaving through the clearance process. Clearance sheets that are completed with all necessary signatures will be returned to the Commandant's Office. When the Commandant's Office has verified that the clearance forms are complete, the forms along with the departing cadet's

identification card will be forwarded to the Registrar's office for posting to the cadet's permanent file.

h. When the week following Matriculation day ends, the procedure to out-process new cadets will change. Once academic classes have begun, new cadets expressing a desire to leave VMI may be referred directly to an Institute Counselor for the initial interview. If counseling is not desired, the new cadet can be referred directly to the Commandant's Office to begin the clearance process. At this stage, the cadet leadership, dyke or member of the guard team will be responsible for escorting new cadets who are leaving through the clearance process.

5. Forms. Paperwork for each new cadet includes the Routing Form, the New Cadet Interview Form, and the Withdrawal Statement (Annexes 6 - 9, respectively). Paperwork of new cadets who leave VMI will be kept by the Center for Cadet Counseling. Blank forms are available in the Center for Cadet Counseling.

FOR THE SUPERINTENDENT:

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

DIST: E, Cadets

OPR: Commandant

ANNEXES: ***(Copies available from Registrar's Office upon request – not attached to this document)***

1. Resignation Form
2. Clearance Form
3. Outprocessing Information Summary
4. Articles of Clothing to be Returned to the QMD
5. List of Departments included in the Clearance Process
6. Interview Schedule Flowchart
7. Routing Form
8. New Cadet Interview Form
9. Withdrawal Statement

MEMORANDA: ***(Copies available from Superintendent's Office upon request – not attached to this document)***

1. Memorandum for Cadets and Cadet Parents - Clearance
2. Memorandum for Corps of Cadets - Stipulation for Return from Alcohol-Related Penalty
3. Memorandum for Suspended Cadet - Disciplinary: Restrictions Incident to Suspension
4. Memorandum for the Suspended Cadet – Academic Standards
5. Memorandum for Dismissed Cadet – Restrictions Incident to Dismissal
6. Memorandum for Suspended and Dismissed Cadets – Requirements for Community Service Participation

LETTERS: ***(Copies available from Superintendent's Office upon request – not attached to this document)***

1. Cadet Suspension Letter
2. Parent Letter – Son/Daughter Suspension
3. Cadet Dismissal Letter
4. Parent Letter – Son/Daughter Dismissal