VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 3) 3 November 2010

CADET ACTIVE DUTY POLICY

1. Purpose: This policy applies to all cadets voluntarily or involuntarily called to active duty for a specified or indefinite period of time. This policy applies to individuals admitted and who have provided deposits at VMI, actively enrolled in the Fall or Spring full-time semester, or between semesters provided that the cadet is in continuing status and expected to return the next full-time semester.

   In accordance with the Virginia Tuition Relief, Refund and Reinstatement Guidelines set forth by the State Council of Higher Education (SCHEV), the following definition of service applies:

   "Service in the uniformed services" means service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days."

2. Cadets currently enrolled will be given the following three options to choose from based on the timeframe in which the activation is initiated.
   A. Prior to the Start of the Semester: Cadets will be placed on Active Duty Administrative Leave for the period in which the activation takes place.

   B. During the Semester – Early Semester Activation: If the activation takes place early in the semester the cadet will be placed on administrative leave for the period specified. All courses graded with a non-punitive grade of "W", tuition refunded at 100% and room and board pro-rated based on published fees.

   C. During the Semester – Late Semester Activation: If the activation takes place in the semester and the cadet and the instructor are able to make appropriate arrangements to complete all or some of the semester's courses, such courses will be awarded an Incomplete grade subject to satisfactory and timely completion of course requirements. This option will be applied on a case-by-case basis by Department Heads, dependent upon the feasibility of completing course work and accommodation of arrangements with the appropriate faculty members. Courses less than two-thirds completed normally will not be considered for this option. Instructors must submit to the Registrar a "Report of Incomplete Semester Grade" signed by the cadet and by the appropriate Department Head. If this Incomplete Semester Grade option is chosen, no reimbursement of tuition or fees will be provided, and the cadet will be placed on Active Duty Administrative Leave for the following semester. Courses not completed within the specified time arranged with the instructor will receive a grade of "W".

3. Return from Leave Time Limit: Cadets activated while a full-time cadet at the Institute will have five years from the completion of their active duty assignment to return to VMI to fulfill

their degree requirements. Cadets are reminded, however, that they are still responsible to fulfill all institutional obligations and meet all policies of the Institute including:

- Marriage and Parenthood Policy
- Current Curriculum Requirements or new program of choice if the original curriculum is no longer offered.
- Residency and Graduation Requirements
- Admitted and non-matriculated cadets called to active duty will be required to fulfill the Ratline upon return. For cadets who begin the Ratline and are deployed prior to Ratline completion, please see item #5.
- Cadets must have a clean disciplinary record while separated from the institute. Under HEOA SEC 484C, VMI reserves the right to deny the return of any cadet having a dishonorable or bad conduct discharge.

4. PROCEDURE:
   A. **Current Cadets:** Upon notification of activation, cadets should report to the Registrar's Office – Shell Hall with the official orders or contact information of where orders can be verified. Cadets will be advised of the process and procedures for Outprocessing. Copies of the official orders are required for the VMI files. A copy of this General Order will be provided to each out processing cadet.
   Admitted Cadets Not Yet Matriculated: Contact the Admissions Office and provide a copy of the official orders of activation.
   B. Cadets' status will be assigned as "Administrative Leave – Active Duty." Cadets will not fall under the Active Duty Policy unless activated while enrolled as a full-time cadet, and until official orders are received and on file at the Institute.
   C. Upon determination of when the cadet wishes to return to VMI, the cadet must file a Health Update Form – Return from Active Duty and Return from Leave Form. These forms should be forwarded to the Registrar's Office in order to formally notify VMI of their intent to return. This should be done as soon as determination is made to assure that processing can be completed timely. An electronic copy of this form can be found on VMI's website at www.vmi.edu/RegistrarForms.
   D. Once the Return from Leave Form has been filed, the Registrar's Office will review the file to determine if additional information is required.
   E. Readmission will be processed beginning the start of the next scheduled full-time semester. A cadet will return under the same status and conditions in effect at the time of departure (i.e. Academic Probation, Conduct Probation, Academic Stars, etc.); will be assigned to the academic class based on completed credits; and will be assigned the appropriate privilege class by the Commandant based on current Institute policy and semesters absent from VMI.

5. RAT LINE: The Superintendent, based on input from the Commandant and the time the deploying cadet spent in the Ratline, will determine if the cadet will get credit for completing the Ratline. If it is determined the cadet must repeat the Ratline, readmission will be granted for the next fall matriculation period following the cadet's release from his/her active service commitment.

6. REIMBURSEMENT POLICY: Any cadet enrolled in a given semester who is called to active duty (as verified through official individual orders) will be provided with a reimbursement based on the following policy:
   A. Cadets who choose to earn grades and/or incompletes for the semester of activity – No reimbursement will be given.
   B. Cadets who are withdrawn for the semester and receive all "W" grades – reimbursement of tuition, fees and deposits will be at 100% with room/board fees pro-rated based on the date of Outprocessing.

   NOTE: Cadets may choose to complete the semester and receive grades, or withdraw for the semester with non-punitive grades assigned and reimbursement of tuition, fees and deposits. There is no provision for pro-rated tuition for course completion.

7. OTHER IMPLICATIONS:
   A. Cadets on active duty are considered on Active Duty Administrative Leave and must return all uniform items to the QMD as part of the normal clearance process before their departure. Cadets, who fail to return their uniforms, even if they are on administrative leave, will be charged for unreturned items.
   B. Cadet email accounts will be deactivated until cadets file their Return from Leave Form – at that time the email accounts will be reactivated based on their anticipated date of return to the Institute. Cadets who wish to maintain an email account may contact their unit coordinator to arrange for an AKO account, or may contact VMI's Information Technology Department in writing to request their VMI email account remain active until the completion of degree requirements or until non-qualification time limits are reached.
   C. Cadets who choose to leave prior to the start of their formal active duty are reminded that their full-time status ends on the date of Outprocessing. This date is important as it reflects the date reported to the Department of Education and National Student Clearinghouse for purposes of full-time status for insurance coverage and loan repayment (if applicable). Cadets are urged to contact these agencies for implications related to their active duty status.
   D. VMI's bookstore operations are outsourced through Barnes and Noble. Cadets should contact the bookstore immediately upon notification of activation to arrange for any reimbursement afforded for books obtained. Reimbursement for returned books will be based on the Barnes and Noble reimbursement policy at the time of return.

FOR THE SUPERINTENDENT:

Jeffrey H. Curtis
Colonel, USAF (Ret.)
Chief of Staff

DIST: E, Cadets

VIRGINIA MILITARY INSTITUTE
LEXINGTON, VIRGINIA 24450-0304

INSTITUTE PHYSICIAN
VMI HOSPITAL
Phone 540-464-7218
Fax 540-464-7707
Virginia Relay/TDD 711

Cadet Health Update Form – Return from Active Duty

This form is to insure that VMI provides you with adequate medical assistance on your return and is not used for readmission evaluation.

Cadet Name:_____

Returning Semester:_____ Major:_____

Since you left VMI, have you had any significant medical or psychological problems?

Yes_____ No_____

If yes, please describe briefly the condition and list any medication you take.

_____

_____

_____

_____

_____

_____

_____

Please send any medical records related to health problems to:

David L. Copeland, M.D.
VMI Infirmary
488 Institute Hill
Lexington, VA 24450
Fax: 540-464-7707

Cadet Signature:_____ Date:_____

Virginia Military Institute

Notice of Return from Leave

Cadet Name:_____ Telephone:_____

Address:_____
(Street) (City) (State) (Zip)

Has your address changed since you were last at VMI? ☐ Yes ☐ No

Date Entered VMI:_____ Date Left VMI:_____

Type of Leave: ☐ Academic Leave ☐ Active Duty ☐ Medical Leave ☐ Administrative Leave

VMI Class:_____ Academic Major:_____

Semester that you wish to return: ☐ Fall ☐ Spring Year:_____

INSTRUCTIONS:

If you have completed a term at another school while you were on leave, please have an official transcript sent to VMI, c/o Registrar's Office, 303 Shell Hall, Lexington, Virginia 24450.

Cadets on medical leave must forward all medical documentation to the VMI Hospital for review and approval. Medical leave must be cleared by the VMI Physician before the return from leave can be approved and processed.

I hereby affirm that I meet all institutional guidelines pertaining to VMI's marriage and parenthood policy, and have not been arrested for or convicted of a felony or misdemeanor other than a minor traffic violation during my period of non-attendance.

Cadet's Signature:_____ Date:_____

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FOR OFFICE USE ONLY:

Received By:_____ Date:_____

Hours Earned:_____ Readmission Class:_____ Notification Sent:_____

Updated 10/2010