VIRGINIA MILITARY INSTITTUE
Lexington, Virginia

GENERAL ORDER)
NUMBER 4) 16 October 2026

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. 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. 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 the Blue Book.

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 – 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
      - IT – (540-464-7643). Regarding grant issued laptops.

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

   <u>Publication of Special Orders (Summer Months):</u> 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:

Travis L. Homiak
Colonel (Ret.), USMC
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) _____

_____

_____

ADDITIONAL QUESTIONS FOR NEW CADETS

- ☐ I do not like the living conditions
- ☐ I want more privacy
- ☐ The rooms are uncomfortable
- ☐ VMI is too "military" for me
- ☐ VMI is not "military" enough for me

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

Version 2 dated 9 August 2022. This version supersedes all previous versions of this form