

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 4)

22 September 2020

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 change 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 subsequent to 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 the reason for resignation is medical or is in the study abroad program (a cadet 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 of time in order for cadets to receive medical treatment or rehabilitation services off Post and out of the local area.
 - 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.
 - 3) See *General Order 61: Medical Leave and Medical Furlough Policy* for more information.

- C. **Active Duty/Military Administrative Leave:** A cadet 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 or verbally unless military necessity dictates that the cadet not provide notice. 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 a variety of reasons to include both academic and disciplinary. Suspended cadets have the ability to 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*.
- 1) **Academic:** A cadet is academically suspended for failure to meet the required academic standards for the academic year (i.e., failure to register, meet required GPA, total credit hours passed, or yearly hours). The registrar's office is the point of contact for Academic Suspensions.
 - 2) **Interim:** A cadet may be temporarily suspended if such action is necessary to preserve the health or safety of members of the Institute community or Institute property or to resolve potential physical threats. Interim suspensions may be imposed by the Superintendent, in consultation with the Threat Assessment Team as appropriate.
 - 3) **Disciplinary:** A cadet may be suspended for disciplinary reasons for actions both on and off Post. A suspension is a two semester absence – current semester plus one regular semester. A cadet must reapply to the Readmission Committee in the designated time frame noted in the cadet's suspension letter.
- E. **Dismissal:** A cadet may be dismissed for a variety of reasons to include both academic and disciplinary. Dismissed cadets have the ability to 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*.
- 1) **Academic:** A cadet may be academically dismissed for a second academic suspension. If the cadet fails to meet the minimum academic standard prior to the start of the following fall semester, the cadet will be academically dismissed. The registrar's office is the point of contact for Academic Dismissals.

- 2) **Disciplinary:** A cadet may be dismissed for disciplinary reasons for actions on and off Post, including but not limited to a second alcohol offense, second drug offense, etc. Only the Superintendent may make the decision to dismiss a cadet. If dismissed, the cadet will be given information on how to appeal the dismissal.
 - 3) **Medical:** A cadet may be medically dismissed if it is discovered that the cadet gave false, misleading, or inaccurate information in medical documents. If it is discovered that the cadet intentionally gave this information, the Superintendent will determine further actions.
 - 4) **Honor Court:** A cadet may be dismissed for an honor violation if found guilty of a violation of the honor code (*"A cadet will not lie, cheat, steal, nor tolerate those who do"*).
- 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 outprocessing 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 Departure Form (Annex A), Yellow Out-Processing Form (Annex B) along with any necessary inventory sheets (Annexes G-I)
 - 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 Departure Form (Annex A), Yellow Out-Processing Form (Annex B) along with any pertinent inventory sheets (Annexes G-I)
 - 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.
- C. Out-processing in absentia (To be completed by a member of the S1 Staff.)
- 1) Any out-processing cadet who is unable to complete the out-processing procedures in person will be out-processed in absentia. A member of the S1 Staff will complete a Green Out-Processing In Absentia Form (Annex C) and appropriate inventory sheets (Annexes G-I)
 - 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.
 - 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.
 - 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

- A. For Rats during their first 9 days at VMI, the following additional steps must be taken once a desire to leave is expressed.
- 1) An EMT assigned to the Rat's company and a member of cadet government will gather information about the Rat's status and act as escorts throughout the process. The EMT is responsible for the accountability of the Rat from the time he/she leaves the Company until the Rat is delivered to the control of the Center for Cadet Counseling (CCC) or VMI Infirmary.
 - 2) The Rat will meet with Company Commander and TAC Officer.
 - 3) The EMT will escort the Rat to the Regimental Operations Center (ROC) for accountability prior to moving to the CCC.
 - 4) The Rat will meet with Center for Cadet Counseling (CCC) personnel located above the VMI Infirmary and will be transferred over to OGA/CEA members working in the CCC.
 - 5) The Rat will complete an initial interview with CCC.
 - 6) The Rat will complete other interviews that may be pertinent to the individual as needed (Annex F).
 - a) ROTC Scholarship cadets meet with ROTC Department
 - b) NCAA Scholarship cadets meet with Coach

- c) Chaplain
 - d) Deputy Superintendent for Academics/Dean of Faculty
 - e) Academic Advisor
 - f) Admissions Staff
 - g) Department Head
 - h) Title IX Officer
 - i) Dyke
- 7) The Rat will complete a final interview with the Commandant.
 - 8) 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.
 - 9) 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.
 - 10) If at any time the Rat retracts their desire to leave, they will be escorted back to their company by an EMT as well as a member of cadet government (GC/OGA/CEA), and returned to duty (Annexes D and E).
- B. Once all of the necessary steps and documents have been completed, the Rat will be escorted to the Commandant's Administrative Assistant for Accountability by a cadet government member (GC/OGA/CEA) to begin the voluntary resignation process (Annex A and B). A cadet government member must accompany the out-processing Rat at all times once a Rat departs the CCC for out-processing.
- C. After matriculation week, refer to paragraph 3, section b.

6. Summer Notifications – Cadet Clearance Procedure:

Cadets who have registered for the fall semester and decide that they will not be returning to VMI for the upcoming fall semester will out-process via the following notification procedures:

- 1) Notify the Administrative Assistant for Accountability in the Commandant's Office (in writing or via email) of the intent to resign and not return to the VMI Corps of Cadets for the fall semester. (Phone: 540-464-7073)
- 2) It is the responsibility of the cadet to clear all appropriate offices when a status change takes effect – out-processing and/or not returning for the semester. Please check with the following administrative offices to clear any past obligations or required paperwork:
 - 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)

Unless out-processing in person, it is in the cadet's best interest to check with the following offices to ensure that there are no outstanding obligations or books or equipment outstanding. Cadets will be responsible for any equipment that was not returned at the time of departure.

- Athletic Equipment Department (540-464-7444). Check for outstanding equipment which is required for return
- Band (540-464-7646). If a cadet is a member of the VMI band
- Dean's Office (540-464-7212). Institute Scholars Only
- Laundry (540-464-7235) / Military Store (540-464-7303). Check for return of issued uniform items or notification if planning to return in the future
- Physical Education (540-464-7317). If a PE locker is in use
- Preston Library (540-464-7129). Check for outstanding books which may be checked out
- ROTC Branch – Regarding any outstanding equipment or property.

VMI Faculty and Staff: If you are contacted by a cadet over the summer who has decided that they will not be returning for the fall semester, please have him/her contact via email or call the Commandant's Office to begin the out-processing/summer check-out process (540-464-7073).

Publication of Special Orders (Summer Months): In an effort to appropriately track accountability and notify the Post community of cadets who change their status over the summer, monthly summer orders will be published reflecting any resignations, suspensions, readmits, and other changes occurring to date. A final order will be published after enrollment takes place with the name(s) of any cadet who fails to return to the VMI Corps of Cadets as expected who was not previously reflected on the summer orders.

- 7. Hours:** Cadets wishing to out-process are encouraged to do so Monday-Friday between 0830 and 1530. In the event that a cadet is unable to meet this timeframe, the cadet should report to the Officer in Charge Attempting to complete the Yellow Out-Processing Form (Annex B) outside of business hours will result in an incomplete form. The form is to be completed as best as possible and will then be treated as an out-processing "in absentia" once the out-processing cadet has left (see paragraph 4, section c).
- 8. Forgotten & Abandoned Items:** Personal items left behind by out-processing cadets will be discarded no sooner than ten (10) days from the date the out-processing individual departs VMI. Out-processing cadets must notify the Assistant Commandant for Support 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 will collect the clearance paperwork and will e-mail the Chief of Staff, QMD, and Registrar's Office stating the effective date of departure of all cadets. The Office of the Chief of Staff will publish Special Orders across Post listing departed cadets and their status.

FOR THE SUPERINTENDENT:

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

DIST: E, Cadets

ANNEX A

OUT-PROCESSING FORM

TO WHOM IT MAY CONCERN:

I, Cadet _____, wish to depart from the
(Print Name)

Virginia Military Institute, effective _____
(Date)

Phone Number: _____ E-mail address: _____

Reason(s) For Leaving:

_(Use back if you require additional space)

Last Date of Class Attendance: _____

Matriculation Class: _____ Major: _____ Company:

Academic Advisor: _____ NCAA Team: _____ ROTC: _____

Scholarship(s): _____

(Athletic, ROTC, Institute Scholar, Etc.)

FOR MEMBERS OF RAT/4TH CLASS OUT-PROCESSING

If resigning, answer the questions below:

a. Have you been mistreated in any way? _____

b. Has anyone tried to make you leave? _____

(If your answer to a. or b. is "Yes," please provide details on reverse)

c. STP? (Yes/No) _____

d. Dyke's Name _____

ANNEX B

Virginia Military Institute
Lexington, Virginia 24450

NAME: _____ MATRICULATION CLASS: _____

DATE: _____

ROOM _____ COMPANY: _____ MAJOR: _____ ROTC: _____ Contracted: __ Yes __ No

FORWARDING ADDRESS: _____ NCAA _____ Band

 Club Sport _____ Institute Scholar

PHONE NUMBER: _____ E-MAIL: _____

CLEARANCE SHEET: Any cadet separated from VMI will, before departing, take this sheet to the places indicated in Part II below and obtain the signatures of the persons in charge as evidence of having been cleared. The cadet also will read carefully and comply with instructions in Parts I and III. Cadets must clear and depart the VMI Post before SRC on the day of separation unless an extension is authorized.

PART I

It is the personal responsibility of each cadet who leaves VMI for any reason to return his/her uniform, equipment, and personal property subject to instructions below and orders published subsequently.

- ✓ I have have not notified my parents (*Check One*)
- ✓ Please state the reason you are leaving: _____
- ✓ I have read the above:
Signature: _____

PROPERTY:

- a. Designated cadet uniform and property items must be returned to the appropriate office(s). ***Cadets will be charged for outstanding items which are not returned after seven (7) days.***
- b. Items not designated for return to the Military Store can be either kept or disposed of at the cadet's discretion.
- c. Textbooks in good condition may be sold in the Keydet Bookstore.

RESPONSIBILITY FOR PROPERTY: The Institute assumes no responsibility for property left in barracks rooms, trunk rooms, laundry, PE Department lockers, Athletic Department lockers, or elsewhere.

PART II

INSTITUTE COUNSELOR _____
Institute Counselor (VMI Infirmary)

TAC OFFICER (*If available*) _____
TAC Officer

ARMORY (*Check One*)
() All property issued to this cadet has been turned in
 M14 Cartridge Box Officer/SGT's Belt
 Bayonet Officer/SGT's Sash, Frog, & Sling Saber

() *After Duty Hours: Weapon secured in the Guard Room*
() Charges will be made for shortages

Armorer Signature or Officer in Charge After Hours

BOOKSTORE (*Check One*)
() Receipt issued for books turned in
() No books turned in

Bookstore Representative Signature (Lejeune Hall)

DEAN'S OFFICE
(*Institute Scholars only*)

Deputy Superintendent for Academics (Smith Hall)

COMPROLLER
() Student account is in good standing

Student Accounting (Smith Hall)

LIBRARY (Check One)
() No library books or interlibrary loans checked out
() Charges will be made for lost books

Librarian Signature (Preston Library)

ACADEMIC ADVISOR or DEPARTMENT HEAD

Advisor, Dept. Head

ROTC
() All ROTC property has been turned in
() Charges will be made for shortages

PAS, PNS, PMS Signature (Kilbourne Hall)

PHYSICAL EDUCATION DEPARTMENT
() PE locker

Physical Education Staff Signature (Cormack Hall)

ATHLETIC DEPARTMENT (Required only if NCAA Athlete)
() Cadet has no property belonging to this department
() All property (including uniform clothing and books turned in)
() Scholarship cadets report directly to the coach of the applicable sport

() No property turned in
() Team coach has been notified

Athletic Advising /Athletic Rep (Cameron Hall)

INTERNATIONAL PROGRAMS DIRECTOR
(Study Abroad Cadets Only)

Director's Signature

FINANCIAL AID (If you have financial aid, please check one or both as applicable)
() Cadet (has) (has not) received financial assistance
() Stafford exit interview

Financial Aid Officer Signature (Carroll Hall)

BAND (Check One – Applies only if the cadet participated in Band)
() No band instruments checked out
() Band instruments returned

Band Director Signature (Shell Hall)

REGISTRAR'S OFFICE
() Student has received readmission policy

Registrar / Associate Registrar (303 Shell Hall)

LAUNDRY
() Notify the laundry department if you are planning to return

Laundry Supervisor (Richardson Hall)

CLEAR TRUNK ROOM AND CHANGE INTO CIVILIAN ATTIRE
() All personal belongings removed

S1 Staff Member

MILITARY STORE (Check One)
() All designated property turned in. () No property turned in () Rank insignia was turned in
() Charges will be made for shortages () Some designated property turned in

Operations Manager or Designee Signature

THIS IS THE LAST OFFICE TO WHICH YOU WILL REPORT:

BARRACKS
() Room cleared of personal effects () All Special Reports Answered
() ID Card (was) (was not) turned in () All Club Sports equipment returned
() Hay (was) (was not) turned in () Rat Bible (was) (was not) turned in

SIGN OUT

Commandant's Office Signature

PART III

- 1) YOU ARE EXPECTED TO LEAVE THE POST IMMEDIATELY UPON COMPLETION OF THE CLEARANCE PROCEDURE AS DIRECTED BY THE COMMANDANT'S OFFICE.
- 2) I acknowledge responsibility for any unpaid tuition and fees or any other financial obligation to the Institute. I understand that a final Statement of Account advising me of any amount owed or refundable will be mailed in approximately four (4) weeks.
- 3) I owe no money to any cadet extracurricular activity, e.g. publications, OR, I have made satisfactory arrangements with the heads of these activities to which I owe money for debts.
- 4) I have complied with the instructions of this clearance sheet and I am satisfied with the settlement made concerning my property and effects, except as noted on a separate piece of paper.

Cadet Signature _____ **Date:** _____ **Room #** _____

COMMANDANT'S OFFICE: _____ (Date) (The OC will sign after hours and on weekends. This cadet cleared the Commandant's Office at _____ hours effective this date.

IF YOU ARE NO LONGER ACTIVELY ENROLLED IN AN ROTC PROGRAM AND ARE MALE AND AT LEAST 18 YEARS OLD, YOU MUST REGISTER WITH THE SELECTIVE SERVICE PROGRAM.

ANNEX C

IN ABSENTIA

Virginia Military Institute
Lexington, Virginia 24450

NAME: _____ MATRICULATION CLASS: _____ DATE: _____

ROOM _____ COMPANY: _____ MAJOR: _____ ROTC: _____ Contracted: ___ Yes ___ No

FORWARDING ADDRESS: _____ NCAA _____ Band

 Club Sport _____ Institute Scholar

PHONE NUMBER: _____ E-MAIL: _____

CLEARANCE SHEET: Once information is received by the Commandant's Office that a cadet is resigning in absentia, the OD will be notified to start the out-processing procedures summarized in Part I.

PART I

1. Report to the Commandant's Office to receive instructions along with any necessary inventory sheets
2. Complete Part II of the Green In Absentia Out-Processing Form
3. Ensure an inventory of all personal items found in the cadet's room, laundry bag, and trunk area is taken and items are moved to the guard room to be stored until such items can be either picked up or mailed back to the owner.

PROPERTY:

- d. Designated cadet uniform and property items must be returned to the appropriate office(s).
- e. Items not designated for return to the Military Store will be returned to the out-processing cadet.

RESPONSIBILITY FOR PROPERTY: The Institute assumes no responsibility for property left in barracks rooms, trunk rooms, laundry, PE Department lockers, Athletic Department lockers, or elsewhere.

PART II

TAC OFFICER

(If available)

TAC Officer

ARMORY (Check One)

() All property issued to this cadet has been turned in

- M14
 Bayonet
 Cartridge Box

Officer/SGT's
Sash, Frog &
Sling

Officer/SGT's
Belt
 Saber

() After Duty Hours: Weapon secured in the Guard Room

() Charges will be made for shortages

Armorer Signature or Officer in Charge After Hours

BOOKSTORE (Check One)

() Receipt issued for books turned in

() No books turned in

Bookstore Representative Signature (Lejeune Hall)

DEAN'S OFFICE

(Institute Scholars only)

Deputy Superintendent for Academics (Smith Hall)

COMPTROLLER

() Student account is in good standing

Student Accounting (Smith Hall)

LIBRARY (Check One)

() No library books or interlibrary loans checked out

() Charges will be made for lost books

Librarian Signature (Preston Library)

ACADEMIC ADVISOR or DEPARTMENT HEAD

Advisor, Dept. Head

ROTC

() All ROTC property has been turned in

() Charges will be made for shortages

PAS, PNS, PMS Signature (Kilbourne Hall)

PHYSICAL EDUCATION DEPARTMENT

() PE locker

Physical Education Staff Signature (Cormack Hall)

- ATHLETIC DEPARTMENT** (Required only if NCAA Athlete)
- () Cadet has no property belonging to this department () No property turned in
 () All property (including uniform clothing and books turned in) () Team coach has been notified
 () Scholarship cadets report directly to the coach of the applicable sport

 Athletic Advising /Athletic Rep (Cameron Hall)

- INTERNATIONAL PROGRAMS DIRECTOR**
 (Study Abroad Cadets Only)

 Director's Signature

- FINANCIAL AID** (If financial aid has been awarded, please check one or both as applicable)
- () Cadet (has) (has not) received financial assistance
 () Stafford exit interview

 Financial Aid Officer Signature (Carroll Hall)

- BAND** (Check One – Applies only if the cadet participated in Band)
- () No band instruments checked out
 () Band instruments returned

 Band Director Signature (Shell Hall)

- REGISTRAR'S OFFICE**
- () Student has received readmission policy

 Registrar / Associate Registrar (303 Shell Hall)

- LAUNDRY**
- () Notify the laundry department if cadet is planning to return

 Laundry Supervisor (Richardson Hall)

- CLEAR TRUNK ROOM**
- () All personal belongings removed

 S1 Staff Member

- MILITARY STORE** (Check One)

- () All designated property turned in.
 () No property turned in
 () Rank insignia was turned in

- () Charges will be made for shortages
 () Some designated property turned in

 Operations Manager or Designee Signature

- INVENTORY OF ALL PERSONAL ITEMS**
- Cadet Room
 Trunk Room
 Laundry
 Respective Inventory Sheet completed

 S1 Staff Member

THIS IS THE LAST OFFICE TO WHICH YOU WILL REPORT:

- BARRACKS**
- () Room cleared of personal effects () All Special Reports Answered
 () ID Card (was) (was not) turned in () All Club Sports equipment returned
 () Hay (was) (was not) turned in () Rat Bible (was) (was not) turned in

SIGN OUT

 Commandant's Office Signature

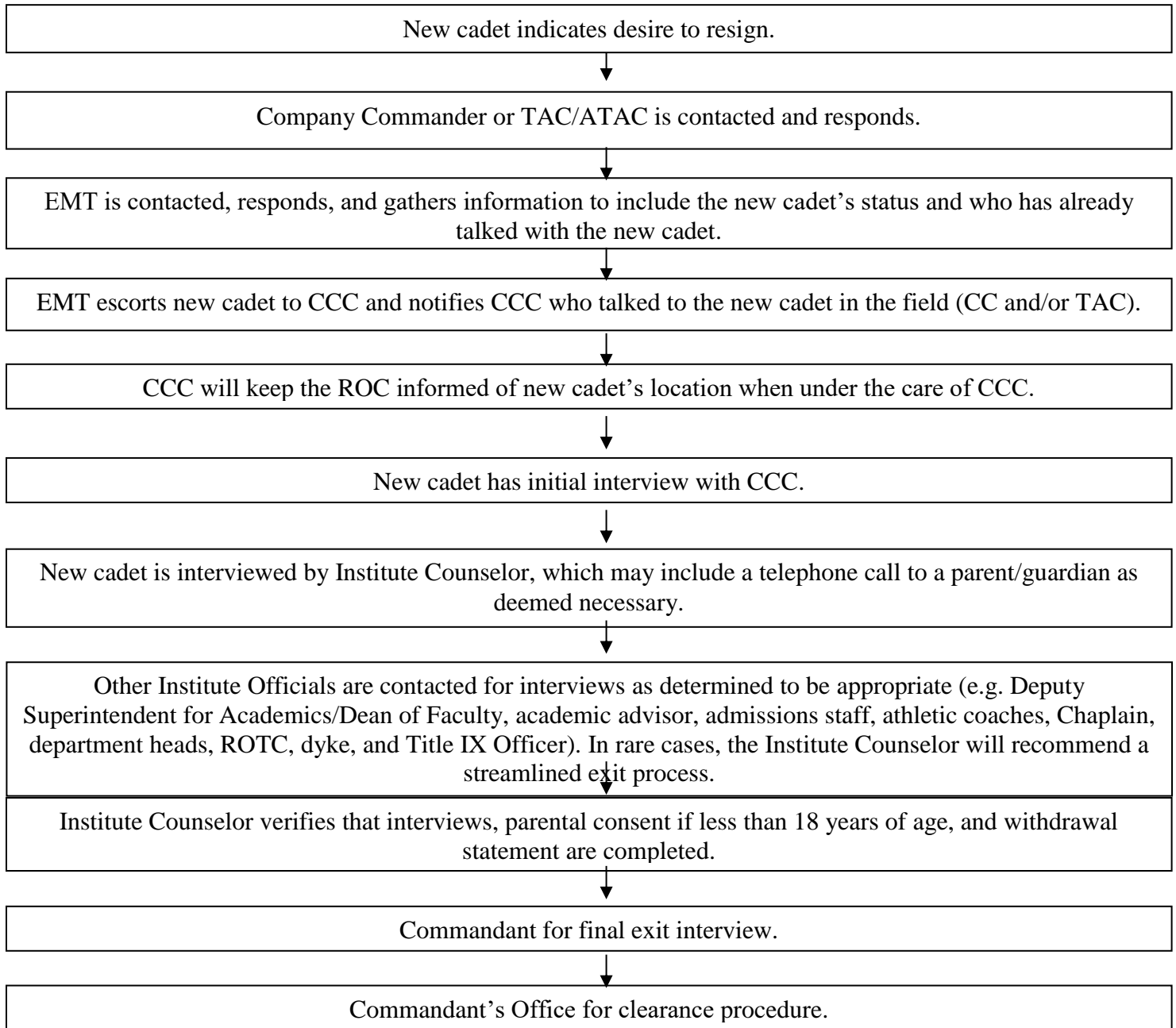
PART III

CADET WAS UNABLE TO COMPLETE THE CLEARANCE PROCESS AND WAS CLEARED IN ABSENTIA

ANNEX D

INTERVIEW SCHEDULE FLOWCHART

The following interview schedule has been developed to provide new cadets with the opportunity to make well-informed decisions about their enrollment at VMI and to safeguard the new cadet and the VMI community. As trained First Responders, EMTs play a critical role in this process with new cadets expressing a desire to resign and new cadets expressing or exhibiting signs of psychological distress. EMTs will be solely responsible for escorting new cadets to the Center for Cadet Counseling under any circumstances. **Any new cadet expressing suicidality, homicidality, or acting in a disoriented manner are to be referred directly to an EMT. If at any time a new cadet becomes violent, VMI Police are to be contacted immediately.**



NOTE: During the week of Matriculation, cadet government personnel and / or members of the regimental staff will escort new cadets through the interview and clearance process. After this week, any new cadet who desires counseling regarding resignation from VMI can be referred to CCC. If counseling is not desired, the new cadet can go directly to the Commandant's Office to start the clearance process. The S1 Staff will then escort new cadets that leave VMI through the clearance process.

Annex E

Routing Form

New Cadet's Full Name: _____ DOB: _____

Age: _____ Gender: Male Female

Dyke's Name: _____ CO: _____

Academic Advisor: _____ Major: _____

Scholarships: _____ Athletic Team: _____
(Institute Scholar, ROTC, Athletic)

INTERVIEWS (please print)

(1) _____
(VMI Title/Name) (Initials)

(2) _____
(VMI Title/Name) (Initials)

(3) _____
(VMI Title/Name) (Initials)

(4) _____
(VMI Title/Name) (Initials)

(5) _____
(VMI Title/Name) (Initials)

(6) _____
(VMI Title/Name) (Initials)

Interviews Completed Completed Withdrawal Statement Out-process

Institute Counselor's Signature: _____ Date: _____

Commandant's Signature: _____ Date: _____

If the new cadet decides to return to duty at any point in this process, return this paperwork to the Center for Cadet Counseling. When the interviews are completed and an Institute Counselor has signed this form, the new cadet must take this form to the Commandant's Office to complete out-processing and clearance from VMI.

Annex F

New Cadet Interview Form

New Cadet's Name: _____, _____, _____
LAST FIRST MIDDLE

An Interview Summary must be completed and signed following every interview.

Informed Consent

The Center for Cadet Counseling (CCC) has explained the limits of confidentiality in this setting to me. I understand that others may know why I am seeing a counselor and that information on this form can be shared with various VMI offices. I also understand that information about me may be revealed if my personal safety or that of others is at risk. I have had an opportunity to discuss any questions regarding confidentiality with my counselor.

New Cadet's Initials: _____ Date: _____

INTERVIEW SUMMARIES

Date and Time: _____

Initial Interview Summary:

STATUS: RTD Continue Interviews Infirmary Out-Process

INTERVIEWER'S PRINTED NAME

SIGNATURE

TITLE

Date and Time: _____

Initial Interview Summary:

STATUS: RTD Continue Interviews Infirmary Out-Process

INTERVIEWER'S PRINTED NAME

SIGNATURE

TITLE

New Cadet's Name _____, _____, _____
LAST FIRST MIDDLE

Date and Time: _____

Initial Interview Summary:

STATUS: RTD Continue Interviews Infirmary Out-Process

INTERVIEWER'S PRINTED NAME

SIGNATURE

TITLE

Date and Time: _____

Initial Interview Summary:

STATUS: RTD Continue Interviews Infirmary Out-Process

INTERVIEWER'S PRINTED NAME

SIGNATURE

TITLE

Date and Time: _____

Initial Interview Summary:

STATUS: RTD Continue Interviews Infirmary Out-Process

INTERVIEWER'S PRINTED NAME

SIGNATURE

TITLE

Annex G

VMI MILITARY STORE INVENTORY SHEET

Item	Quantity
OCP - Belt	1
OCP - Cap	1
OCP - Flag	1
OCP - Name Tapes	2
OCP - Pants	2
OCP - Shirts	2
OCP - SSI Patch	1
OCP - T-Shirts	6
OCP - VMI Tape	1
OCP - Field Jacket	1
Belt - Bed Straps	2
Belt - Black Leather	1
Belt - Cross Dykes	3 sets
Belt - White Parade w/grommets	3 sets
Blouse - Gray Wool	1
Boots - Tan	1
Box - Misc.	3 sets
Brass Item - Breast Plate	1
Brass Item - Cap Device	1
Brass Item - Cuff Links	1 pr.
Brass Item - VMI Buckle	1
Brass Item - Waist Plate	1
Cap - Black Watch w/name tape	1
Cap - Gray Dress	2
Coatee - Gray Wool	1
Collar	3
Cuffs	4 pr.
Gloves - Black Leather	1 pr.
Gloves - White	5 pr.
Jacket - Black Duty	1
Laundry Bag	2
Low Quarters	2 pr.
Mattress Cover	2
Name Tag - Black	2
Name Tag - White	2
Overcoat - Gray Wool	1
Rain Cap Cover	1
Rain Cape	1
Shako - Complete	1

Item	Quantity
Shirt - Black Long Sleeve	3
Shirt - Gray Athletic	6
Shirt - Red Polo	1
Shirt - White Short Sleeve	6
Shoes - Pumps*	1 pr.
Shorts - Red Athletic	6
Shoulder Boards - 4th Class	1 pr.
Shoulder Boards - Rat	1 pr.
Skirt - Long White*	1
Skirt - Short White*	1
Socks - Black Boot	1 pr.
Socks - Black Crew	1 pr.
Suspenders	1
Sweat Shirts	2
Tie - Black*	1
Tie Tab - Black*	1
Travel Suit Jacket	1
Travel Suit Pants	1
Trousers - Gray Wool High Rise	1 pr.
Trousers - Gray Wool Regular Rise	2 pr.
Trousers - White Ducks	4 pr.
Trousers - White Regular Rise	4 pr.

*items are gender specific

Annex H

ARMY ROTC INVENTORY SHEET

MSI and MSII	
Item	Quantity
OCP Cap	1
OCP Coat	1
OCP Field Jacket	1
OCP Name Tape	2
OCP ROTC Leadership Patch	2
OCP Tan Belt	1
OCP Trousers	1
OCP U.S. Army Tape	2
OCP U.S. Flag	2
Barracks Bag	1
Black Cushion Socks (PR)	2
Black Fleece Jacket	1
Black Leather Gloves	1
Canteen Cover	2
Combat Boots	1
Duffle Bag	1
First Aid Case	1
Flashlight	1
Glove Inserts	1
Kevlar Helmet	1
Large Field Pack (Rucksack)	1
LBV	1
Plastic 1 Quart Canteen	2
PT Reflective Belt	1
Sleep System Modular	1
Sleeping Mat	1
Small Arms (Ammo) Case	2
Tan Undershirt	2
Waterproof Bag	1
Wet Weather Parka	1
Wet Weather Poncho	1
Wet Weather Trousers	1
Wool Knit Cap	1

MSIII	
Item	Quantity
OCP Cap	1
OCP Coat	2
OCP Field Jacket	1
OCP Name Tape	2
OCP ROTC Leadership Patch	2
OCP Tan Belt	1
OCP Trousers	2
OCP U.S. Army Tape	2
OCP U.S. Flag	2
Black Cushion Socks (PR)	3
Black Fleece Jacket	1
Black Leather Gloves	1
Camelbak	1
Canteen Cover	2
Combat Boots	1
Compass w/Case	1
Duffle Bag	1
Elbow Pads	2
First Aid Case	1
Flashlight	1
Glove Inserts	1
Kevlar Helmet	1
Knee Pads	2
Large Field Pack (Rucksack)	1
LBV	1
Metal Canteen Cup	1
Plastic 1 Quart Canteen	2
PT Reflective Belt	1
Sleep System Modular	1
Sleeping Mat	1
Small Arms (Ammo) Case	2
Small Assault Pack	1
Tan Undershirt	3
Waterproof Bag	1
Wet Weather Parka	1
Wet Weather Poncho	1
Wet Weather Trousers	1
Wool Knit Cap	1

ARMY ROTC INVENTORY SHEET

MSIV			
Item	Quantity	Item	Quantity
OCP Cap	1	Sleep System Modular	1
OCP Coat	3	Sleeping Mat	1
OCP Field Jacket	1	Small Arms (Ammo) Case	2
OCP Name Tape	2	Small Assault Pack	1
OCP ROTC Leadership Patch	2	Tan Undershirt	3
OCP Tan Belt	1	Training Model Kit	1
OCP Trousers	3	Waterproof Bag	1
OCP U.S. Army Tape	2	Wet Weather Parka	1
OCP U.S. Flag	2	Wet Weather Poncho	1
Black Cushion Socks (PR)	3	Wet Weather Trousers	1
Black Fleece Jacket	1	Wool Knit Cap	1
Black Leather Gloves	1		
Bungee Cords	4		
Camelbak	1		
Camouflage Kit	1		
Canteen Cover	2		
Combat Boots	1		
Compass w/Case	1		
Duffle Bag	1		
Ear Plugs w/case	1		
Elbow Pads	2		
Eye Protection	1		
First Aid Case	1		
Flashlight	1		
Glove Inserts	1		
IPFU Jacket	1		
IPFU Long Sleeve T-Shirt	1		
IPFU Pants	1		
IPFU Short Sleeve T-Shirt	2		
IPFU Trunks	2		
Kevlar Helmet	1		
Knee Pads	2		
Large Field Pack (Rucksack)	1		
LBV	1		
Metal Canteen Cup	1		
Plastic 1 Quart Canteen	2		
Poncho Liner	1		
PT Reflective Belt	1		

Annex I

AIR FORCE ROTC INVENTORY SHEET

3rd Class	
Item	Quantity
ABU Blouse	
ABU Pants	
Air Force Blue Pants	
Air Force Blue Shirts	
Air Force Boots	
Belts	
Covers	
Name Tags	
Pins/Rank	

1st/2nd Class	
Item	Quantity
ABU Blouse	
ABU Pants	
Air Force Blue Pants	
Air Force Blue Shirts	
Air Force Boots	
Belts	
Covers	
Flight Suit	
Name Tags	
Pins/Rank	