

# CHANGE OF CADET STATUS

## CHANGE OF TRACK: MILITARY/CITIZEN-LEADER (VPI) TRACK

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First MI

Company \_\_\_\_\_ Class \_\_\_\_\_ Room #/Dorm \_\_\_\_\_ Student ID # \_\_\_\_\_ Major \_\_\_\_\_

Leaving: AFROTC, AROTC, NROTC or VPI (circle one) Entering: AFROTC, AROTC, NROTC or VPI (circle one)

Reason for track change (circle one): Academics, Choice, Financial, Fitness, Medical, Other (explain) \_\_\_\_\_

### Complete and Initial All Items on Applicable Checklist Below (Complete all items within 72 hours).

#### ROTC to VPI

#### VPI to ROTC or ROTC to ROTC

\_\_\_\_\_ 1. Clear ROTC Department and obtain initials of your ROTC instructor/advisor.

\_\_\_\_\_ 2. Send an Email to VPI Director, Mr. Ken Mallory ([kemallor@vt.edu](mailto:kemallor@vt.edu)), with the following information:

- Last Name, First Name, MI
- Home town
- Corps Year Status                      -Academic Year Status
- Major & Minor(s)                      -ELS Y / N? In/Out state?
- Email Address
- Require VPI Lab waiver? If YES, explain why in detail.
- Already have an approved Lab waiver? If YES, explain.
- If known, Top 5 Strengths and Myer-Briggs type
- Career Goals / Aspirations (this is important)

\_\_\_\_\_ 3. Report to Mr. Mallory (PHW #B013) for in-processing.

\_\_\_\_\_ 4. Meet VPI Transition Officer for welcome and overview on VPI cadet goals, standards, policies, and uniforms.

\_\_\_\_\_ 5. Visit Tailor Shop for VPI uniform item issue. Exchange ROTC "Headlight" insignia for VPI "Headlight" insignia.

\_\_\_\_\_ 6. Report to your Deputy Commandant to inform them of your change in status.

\_\_\_\_\_ 7. Email Ms. Nicole Freeman ([taranf87@vt.edu](mailto:taranf87@vt.edu)) of your change in status

\_\_\_\_\_ 8. Report to Commandant's Executive Assistant, Ms. Leketa Miller (CLMS #152) ***in uniform*** to change status in Banner/Filemaker, and force-add VPI Pro Lab (as required). Leave signed checklist with her to be filed in your personnel folder

\_\_\_\_\_ 1. Officially notify and clear VPI BN/ old ROTC unit and obtain initials of VPI BN director, Mr. Ken Mallory (PHW #0B13) or outgoing ROTC instructor/advisor

\_\_\_\_\_ 2. Report to new ROTC for in-processing.

\_\_\_\_\_ 3. Report to your Deputy Commandant to inform them of your change in status.

\_\_\_\_\_ 4. Visit Tailor Shop for ROTC uniform item issue. Exchange old "Headlight" insignia for ROTC "Headlight" insignia.

\_\_\_\_\_ 5. Email Ms. Nicole Freeman ([taranf87@vt.edu](mailto:taranf87@vt.edu)) notifying your change of status.

\_\_\_\_\_ 6. Report to Commandant's Executive Assistant, Ms. Leketa Miller (CLMS #152) ***in uniform*** to change status in Banner/Filemaker, and force-add VPI Pro Lab (as required). Leave checklist with her to be filed in your personnel folder