

DATE

VTCC FORM: General Request

Virginia Polytechnic Institute and State University

ROOM

PART I – ADMINISTRATION

<u>1. NAME</u> (Last, First MI)	<u>2. RANK</u>	<u>3. COMPANY</u>	<u>4. CLASS</u>	<u>5. EMAIL</u>	<u>6. CELL NUMBER</u>
<u>7. ROTC/VPI</u>					
<u>8. REASON AND EXPLANATION FOR REQUEST</u>					

PART II – DISCIPLINE/CONDUCT

<u>9. NO. OF DEMERITS</u>	<u>10. MARCHING TOURS</u>	<u>11. NO. OF DISCIPLINARY CASES</u>	<u>12. MILITARY PROBATION</u>
Current:	No. of Tours to Serve:	Exec/Honor: Dep Com/NJP:	Yes No

PART III – APPROVAL/AUTHORITY

<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p style="text-align: center;">SIGNATURE</p> </div> <div style="width: 45%;"> <p>_____</p> <p style="text-align: center;">DATE</p> </div> </div>				<p>I understand that this request, if granted, only permits the privileges requested and/or amended by the COC and does not excuse me from other CORPs functions, regulations, classes, ROTC instruction, and/or other academic work.</p> <p>I understand that I am subject to receive ten demerits if this form is submitted within two weeks of the request date without a proper explanation.</p> <p>If granted, this privilege will not be abused.</p>		
POSITION	RANK	LAST NAME	DATE	REC	INITIALS	COMMENTS
				Yes / No		
				Yes / No		
				Yes / No		
				Yes / No		
BN CO		Recommend Yes/No Approve Disapprove	BN SENIOR ENLISTED ADVISOR		Approve Disapprove	COMMANDANT/DEPUTY COMMANDANT
SIGNATURE		DATE	SIGNATURE		DATE	SIGNATURE DATE
COMMENTS FROM COMMANDANT/DEPUTY COMMANDANT						

(If more space is needed, print in CAPS on reverse side)