



Pass & Leave

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VTCC INSTRUCTION 1050-090

From: Commandant, Virginia Tech Corps of Cadets

Subj: VIRGINIA POLYTECHNIC CORPS OF CADET LEAVE & PASS INSTRUCTION

Ref: (a) VTCC Standard Regulations

Annex: (a) Sample Professional Academic Or Organizational Leave & Electronic Form Letter

1. Purpose. This instruction provides guidance regarding Cadet Leave & Pass policies. It is a complete revision and should be reviewed in its entirety.
2. Cancellation. VTCC Standard Regulations - DTD Jan 2023, portions of Chapters 4 and 11.
3. Authority. All chapters carry full authority of their governing directives in levying responsibilities on addressees.
4. Action. All Commanding Officers (COs) shall ensure cadets in their charge are familiar with the guidance provided in this document.

//SIGNED//

WILLIAM SEELY III, Maj Gen, USMC (Ret)
Commandant, Virginia Tech Corps of Cadets

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CHAPTER 1: GENERAL GUIDELINES & POLICIES

PASS & LEAVE

General: Subject to the performance of the Corps of Cadets, pass and leave will be authorized to provide time off for mental and physical relaxation from duty and to allow cadets to address personal matters throughout the academic year.

Key Principles

- Cadets will request pass/leave through their immediate senior unit commander (Company, Battalion, or Regimental Commander).
- Leave and pass will generally be granted to only cadets in good military standing who have not been assigned restrictions or other cadet duties.
- Any cadet awaiting disciplinary action or who has received punishment will normally not be authorized to leave or pass if it conflicts with those events.
- Exceptions must be coordinated with that cadet's Deputy Commandant.
- Pass is the required authorization to be absent from the Cadet Residence Halls or any other appointed place of duty.
- All cadets on pass shall remain within the 50-mile radius of Blacksburg.
- Approved Pass/Leave does not excuse Cadets from academic requirements. Cadets who will miss class due to pass/leave must coordinate with their professors per their syllabus policies for excused absences.
- Approved Pass/Leave does not excuse Cadets from ROTC obligations. If cadets must miss an ROTC event, they must coordinate with their respective ROTC.
- Do not make monetary commitments (i.e., purchase plane tickets or pay for hotel rooms) before Pass/Leave is approved.
- All cadet regulations, policies, and performance standards apply to all cadets at all times at all locations.
- The Corps of Cadets will maintain the same high standards of discipline and decorum away from the Virginia Tech campus as is maintained on campus.

NOTE: Approved leave excuses a cadet from any Corps functions occurring during the time of leave.

Electronic System

- An electronic leave system will be used for all leave and general request form submissions.
- Form submission guidance
 - Cadets must include the members in their chain of command specified by their battalion and company chain.
 - "Regular Leave," "Emergency Leave," and "Family Pass" can be requested using a leave chit.
 - "Professional Academic & Organizational Leave" can be requested using an Electronic Form letter.
- Forms including incorrect signatories or information shall be immediately voided for review by the first signatory who notices the inconsistency.

- Leave, and General Request reports will be provided to the Battalion and Regimental S1 weekly for accountability tracking.



Fig. 4-1 Map: 50-mile radius around Blacksburg, VA.

THANKSGIVING / WINTER / SPRING BREAKS

- All cadets shall:
 - Complete a residential advisor inspection sheet indicating that all safety procedures for room closing have been met.
 - Secure their rooms and clear the barracks within 24 hours after completing their last scheduled class or exam.
 - Be clear of their rooms before 1000 on the Saturday break begins.
 - Return by 1800 the day before classes begin unless directed otherwise by their chain of command.
- RWB Student Leaders will verify room safety before clearing any cadet to depart on break.

CHAPTER 2 - PASS POLICIES & PROCEDURES

PASS POLICY & PROCEDURES

All cadets

- With the exception of seniors, notify his/her immediate superior in the chain of command when a pass is taken.
- Sign out in their unit's pass/leave book.
- Sign out on their AA card.

Unit commanders

- I will ensure that the unit pass/leave book is inspected weekly and that the number of passes taken by a cadet does not exceed the authorized limits.
- Ensure the pass/leave book is reviewed daily to be cognizant of their unit's personnel's whereabouts.
- May authorize weekday passes for first-year cadets in exceptional cases (e.g., the cadet's parents are in town during the middle of the week).

NOTE: Pass does not excuse one from carrying out one's duties and responsibilities within the Corps of Cadets, and a pass is not authorized when restrictions or other duties are assigned.

Pass Matrix by Class

The following cadets are authorized the following amount of pass when approved:

Class	B-Pass	F-Pass	W-Pass
Senior	Unlimited	NA	Unlimited
Junior	Unlimited	NA	2 Per Week
Sophomore	As Directed	NA	1 Per Week
First-Year Cadets	As Directed	Unlimited/Dep Cmdt Approve	

NOTE: The Regimental Executive Officer will set the pass policy for first-year cadets with approval from the Regimental Commander and the Commandant of Cadets. Company, Battalion, and Regimental Commanders will track pass amounts for their respective chains.

Pass Explanation & Description

Blanket Pass (B-Pass)

- It will be approved from 1400 Friday afternoon (or after the last class on Friday) until 1800 Sunday evening.
- B-Pass must be approved by the company commander.
- Sophomore Blanket Pass:
 - The Regimental Commander will set sophomore B-Pass policy with approval by the Commandant of Cadets.
 - Sophomores shall not be authorized Blanket Passes until after the end of the Red Phase, at which point they will be evaluated and, if satisfactory, granted the pass. In order to be rated satisfactory, they must be in good standing in the Corps and academically (2.5+ GPA).
 - When authorized, Sophomore overnight B-Pass shall be restricted to one night (Friday or Saturday at their discretion) unless the Deputy Commandant approves an extension.
- B-Pass is a privilege and can be revoked at any time if sufficient reason is provided.

NOTE: B-Pass is approved only for qualifying post-Red Phase Sophomores. First-year cadets are not authorized B-Pass except for extenuating circumstances with the approval of their Deputy Commandant. Without extenuating circumstances approved by their Deputy Commandant, they will only receive permission to leave by submitting the appropriate leave forms.

Weekday Pass (W-Pass) (i.e., Curfew)

- W-Pass is not intended to limit participation in university activities, clubs, athletic activities, on-campus activities, exercise, academic activities, religious activities, employment, or routine actions, including grocery shopping, getting meals, or attending appointments. Approval or removal of activities will be at the discretion of the Platoon Leader.
- Sunday through Thursday, starting at 1800 till 0200 the following morning for upperclassmen.
- All first-year cadet passes will terminate at 0000.

NOTE: Cadets returning from W-Pass after 0200 (or 0000 for first-year cadets) and before morning formation in a manner to flow into the residence hall amidst normal morning PT traffic to avoid detection of curfew violations not only violate regulations but also constitute an intent to deceive and is thus an Honor Code violation.

Family Pass (F-Pass)

- The cadet may be authorized for a family pass if family members are visiting from outside the 50-mile limit prescribed by the blanket pass.
- “Family members” are legal guardians, parents, stepparents, grandparents, aunts and uncles.
- Exceptions for visits by siblings will be at the discretion of the Deputy Commandant.
- Cadets desiring to visit family members residing within the 50-mile radius of Blacksburg must request a blanket pass or leave as prescribed in these regulations.
- Company Commanders must approve family passes for first-year cadets.

- Cadets under 18 must have written consent from their own guardians to take an F-Pass with a different Cadet's family, which must be submitted with an F-Pass request.
- Deputy Commandants must approve family passes for cadets under 18 who request to leave with a different cadet's family.

Religious-Pass (R-Pass)

- Authorization to travel on or in the immediate vicinity of the campus for religious services/meetings.
- Cadets desiring to use R-Pass should coordinate with their chain of command, sign out/in using the unit Pass/Leave Book, and annotate their door cards.
- If such activities conflict with a scheduled Corps event, a Deputy Commandant's approval is required before an R-Pass is issued.

Specialty-Pass

- First-year cadets will be granted passes during the Red and White training phases to accomplish specific events.
- Examples of Specialty-Pass include
 - Bud-Pass, where the Bud class is allowed to pass as a group that must stay together.
 - Mentor-Pass, where cadet mentors and protégés meet for social activities.

NOTE: "Unity-Pass" is NOT an authorized Specialty-Pass.

ACADEMIC PASS

Key Principles

- It is a pass that excuses cadets from their duties for academics.
- There are three types of Academic Passes.
- The chart below summarizes these passes and their approval authority.

ECQ A-Pass

- This only applies to First-Year cadets.
- First-Year cadets
 - May request to study outside the dorms during ECQ with their fire team leader or above.
 - They are allowed to go to any academic building to obtain an ECQ A-Pass.
 - Are only allowed to go off campus or to other dorms to conduct group projects with other students.
 - Must be in the dorms before the end of ECQ.

NOTE: ECQ A-Pass can only be denied by the Company Commander or above.

Training A-Pass

- Only applies to First-Year cadets
- First-Year cadets
 - May request to work on academics during weekend training from their platoon leader or above.
 - Must inform their leadership of what assignment(s) they will be working on.
 - Must demonstrate progress on those assignments at the end of the training.
 - The cadet will return to training if the required academic work is completed early.
 - Should only be approved in extreme cases to ensure that cadets are fulfilling their academic obligations and taking full advantage of every class period.
- Company Commanders should discuss the criteria and philosophy for these Training A-Pass with their Deputy Commandant at the beginning of each semester.

Event A-Pass

- Event A-Pass applies to all cadets.
- Cadets may request to miss a mandatory Corps event to work on academics from their Company Commander.
- If granted, Cadets who are behind on work, such as those returning late from summer or winter training, or have mandatory academic meetings and assignments during the Corps event are excused from the event to work on academics.
- Cadets taking Event A-Pass must inform their leadership what assignment(s) they will work on.
 - At the end of the A-pass, the cadet must demonstrate progress on those assignments.
 - If the required academic work is completed early, the cadet will return to the Corps event they were excused from.
- Company Academic Officers will record the number of times a cadet takes Training or Event A-Pass.
 - Repeated use of Training and Event A-Pass or failure to complete most of the assignment(s) a cadet reported they would finish will be reported to the Battalion S-5 and their respective Deputy Commandant.
 - Any infractions of A-Pass by either the cadet taking A-Pass or their chain of command will be reported to their respective Battalion S-5.

Type of A-Pass	Who May Use	Definition	Who Can Approve	Who Can Deny
ECQ A-Pass	First-Year Cadets	First-year cadets who wish to study outside of the dorms during ECQ.	Fire team Leader or above (Squad Leader during Red Phase)	Company Commander or above
Training A-Pass* (formerly known as Academic Cut)	First-Year Cadets	First-year cadets who request to work on academics during weekends or other assigned training time.	Platoon Leader or above	Company Commander or above
Event A-Pass* (formerly known as Academic Cut)	All Cadets	Cadets who request to miss a Corps event to work on academics. (Including Corps Lab)	Company Commander or above (Battalion /Regimental Staff approval from respective commanders)	Company Commander or above (Battalion /Regimental Staff approval from respective commanders)

* = Does not apply to VPI Battalion Training or VPI Lab

CHAPTER 3 - LEAVE POLICIES & PROCEDURES

TYPES OF LEAVE

Definitions

- *Regular Leave (R-Leave)*: Authorization required to travel outside the 50-mile radius of Blacksburg for any purpose.
- *Emergency Leave (E-Leave)*: Authorization required to travel outside the 50-mile radius of Blacksburg in cases of a family or personal emergency.
- *Professional Academic & Organizational Leave (PAOL)*: Authorization to travel within or outside the 50-mile radius of Blacksburg to attend academic or organizational opportunities.

Key Policies

Professional Academic & Organizational Leave (PAOL)

It will terminate according to the event or travel times (whichever is latest) specified in the Electronic Form Letter (EFL) associated with the PAOL.

Emergency Leave (E-Leave)

- E-Leave functions the same as R-Leave, but approval is expedited to reduce the delay in getting on leave.
- For any cadet, emergency leave will be granted by company commanders and above on a case-by-case basis.
- The Deputy Commandant grants verbal approval for E-Leave, with a leave request routed after the fact for documentation.
- The Regimental Commander will brief the Commandant of Cadets on all emergency leaves as soon as possible.
- E-Leave does not count against a cadet's R-Leave balance.
- Submitting leave late due to electronic leave form issues that could have been addressed in advance is not a valid excuse for E-Leave unless approved by the cadet's chain of command.

Leave Allowances

- The following cadets are authorized the following amount of leave

CLASS	LEAVE
Senior	Unlimited
Junior	Unlimited
Sophomore	Unlimited
First-Year Cadets	2 Per Semester

Leave Procedures

- All cadets shall:
 - Request permission to take leave in writing to his unit commander using the electronic leave request form.
 - Sign out in the pass/leave book before departing for leave.
 - Sign out on their AA card before departing for leave.
- Band Company cadets must have all leave requests reviewed by the Director of the Highy-Tighties before the Battalion Commander/Deputy Commandant reviews them.

Open Weekends

- The cadet's battalion commander will approve all leave applications.
- The battalion adjutant will ensure that the cadet has no duties or BDS hours to serve for that weekend before approval.

On Closed Weekends

- The Regimental S-1 shall announce closed weekends in the daily bulletin and website.
- Leave for closed weekends will be forwarded through the Battalion Commander for approval/disapproval by the Deputy Commandant.
- A detailed explanation for the reason for the closed weekend leave request shall be included on the electronic leave request form

NOTE: Approved leave (all types) excuses cadets from all Corps of Cadets events happening during their leave dates; no additional General Requests must be submitted.

NOTE: Leave slips for closed weekends must be submitted two weeks in advance.

NOTE: Leave slips for open weekends must be submitted by the Monday of the weekend for the request (5 days in advance).

- Unit commanders shall:
 - Ensure that the pass/leave book is inspected weekly and that cadets' leave time does not exceed their limit.
 - Authorize leave only when the individual's desire and the unit's training schedule do not conflict.
 - Maintain pass/leave books, which will include at minimum, the following:
 - Name of the cadet
 - Date and time the cadet departs on pass/leave
 - Date and time the cadet returns from pass/leave
 - Destination to include address if possible
 - Type of pass/leave used
 - Signature of cadet
 - A telephone number where the cadet can be reached when on leave

- Leave must be approved by the chain specified in the electronic leave system and in accordance with the guidance from their battalion or company leadership.
- Freshmen will not be charged against their leave allowance for emergency leaves, reserve duty weekends, or professional organizational academic leaves (i.e., Band trips, orientation field trips, etc.)
- Leave does not excuse one from carrying out one's duties and responsibilities within the Corps of Cadets and is not authorized while assigned to guard or other Corps duties.

NOTE: Only the Deputy Commandant may deny leave requests.

CHAPTER 4 - PROFESSIONAL ACADEMIC OR ORGANIZATIONAL LEAVE & ELECTRONIC FORM LETTERS

ORGANIZATIONAL TRIPS

General: The Cadet Regiment or Cadet organizations occasionally travel away from the university en masse. This section aims to establish the procedure for organizational trips of the Cadet Regiment, including line units and cadet-related social/service organizations.

Electronic Form Letters (EFLs)

An Electronic Form Letter (EFL) is designed as an approved leave form for the Corps of Cadets and a class excusal request to provide professors for sanctioned academic and professional events requiring an absence from classes. This letter will be submitted through the electronic leave system and will only be associated with Professional Academic & Organizational Leave.

Key Principles

- The EFL should, at minimum, include the event being attended, travel dates, and travel location, as well as a request to be excused from corps and class obligations for the specified timeframe.
- An EFL must be submitted 14 days before the expected event.
- All deputy commandants and senior enlisted advisors will receive a copy of approved EFLs for review and reference.
- Once a cadet receives an approved EFL, it will be incumbent upon them to inform their cadet chain of the approved PAOL.
- EFL can also be provided to professors so they can request an excused absence from class.

NOTE: See Annex A: Sample EFL as formatted on the electronic leave system.

PROFESSIONAL ACADEMIC & ORGANIZATIONAL LEAVE (PAOL)

PAOL is designed for cadets requesting leave to attend official organizational, university, or Corps events. Cadets will submit an EFL through the electronic leave system to officially request PAOL.

Key Principles

- Participation in any university or Corps extracurricular organization, activity, club, or team—including the Regimental Band—is a privilege, particularly when participating in an event off campus.
- PAOL may be requested for authorization to travel within or outside the 50-mile radius of Blacksburg to attend academic or organizational opportunities.
- PAOL does not count against a Freshman cadet's Regular Leave balance.
- PAOL can be requested for either an overnight or single-day event.
- PAOL requested through an EFL may apply to the following but is not limited to:
 - National Guard and Reserve Drill Obligations.
 - Academic events, ie. Conferences, Meetings, Expos.
 - Organizational events, ie. Competitions, National Meetings.
 - Official University Sporting Events, ie. Division 1, Varsity Club sports and teams.

- Other officially sanctioned Corps of Cadets and/or Virginia Tech sponsored events.
- Approved PAOL excuses cadets from all Corps events happening during the duration of their leave dates; no additional General Requests must be submitted.
- Approved PAOL EFLs may be provided to professors as an official request to be excused from class as sanctioned by the Corps of Cadets.

Expectations & Requirements

- All trips must have the approval of the cadet Regimental Commander and Commandant of Cadets before accepting an invitation off campus and/or making preparations to make a trip off campus.
- For Corps of Cadets-sponsored events, the senior cadet in charge and organizational advisor must be prepared to provide a full brief of all trip elements to any member of staff who requests it within seven (7) working days before the departure date. This will primarily be the senior cadet's responsibility in executing it.
- When relevant, the operations officers of the elements involved in a trip must initiate an operations order and then forward it through the cadet chain of command to the Commandant to arrive within 14 days before the date of departure for the event. It is up to the joint discretion of the senior cadet in charge and organizational advisor to determine if an operations order is needed for a given event.
- To participate in any off-campus event:
 - A cadet must be in good standing. If a Cadet is not in good standing they are required to get a waiver from their Deputy Commandant/Senior Enlisted Advisor seven (7) days prior to participate in any non-academic event. Regimental Staff will get approval from the commandant or his designated representative (i.e. Director of the Rice Center).
 - A member of the Cadet Chain of Command (with approval from the cadet's Deputy Commandant), a Deputy Commandant, or the Commandant may deny or limit a cadet's participation in any non-academic event where the cadet fails to meet the standards expected of a cadet in the VTCC.

Procedures

- For Corps-sponsored travel and events requiring a PAOL request:
 - The role of the senior cadet in charge will be to:
 - Submit the EFL request on behalf of the entire group (no other group member shall submit an EFL for this event).
 - The Corps organizational advisor will be the first reviewing official of the EFL.
 - No additional reviewing officials will be designated on the EFL.
 - Once approved, the senior cadet will provide the EFL to all attending members, who shall disseminate the signed letter to their Chains of Commands.
- For cadets traveling as part of a non-Corps sponsored event, their responsibility will be to:
 - Cadets within the Battalion & Company Chains of Command
 - Assign their direct cadet supervisor as the first reviewing official on the EFL.
 - Assigned their Commanding Officer as the second reviewing official on the EFL.
 - Assign their Deputy Commandant as the third reviewing official on the EFL.
 - Once approved, the cadet shall disseminate the signed letter to their Chain of Command.
 - Regimental Staff & Leadership
 - Assign the Regimental Executive Officer as the first reviewing official on the EFL.
 - Assign the Regimental Commander as the second reviewing official on the EFL.
 - The Commandant will be the final approval for all Regimental Staff members.
 - Once approved, the cadet shall disseminate the signed EFL to their Chain of Command.

ANNEX A: SAMPLE PAOL EFL



Corps of Cadets

355 Old Turner Street
Blacksburg, Virginia 24061
(540) 231-6413
corps@vt.edu
vtcc.vt.edu

[insert date]

TO: Virginia Tech Professors

FROM: [insert Event Sponsor/Program Advisor/Dep. Commandant]
[insert Program Title]

SUBJECT: Absence of Student Cadet(s)

To Whom It May Concern:

We have been notified that the student Cadet(s) listed in the paragraph below missed/will miss classes on [insert start date] through [insert return date] due to the attendance of [insert event] in [insert location of event], which is a University/Corps of Cadets-sanctioned event.

The points of contact for this event are as follows:

Faculty & Staff POC: [insert name/email]

Primary Cadet POC: [insert name/email]

Alternate Cadet POC: [insert name/email]

The following student Cadet(s) have been selected to participate in the event listed above:
[insert Cadet names]

The student Cadet(s) understand that they must work with their professors to make up for missed work/exams and that the professors have the final decision in this matter.

Finally, please extend makeup privileges or other appropriate academic considerations for the missed class days so these students can participate in this event. Your support is greatly appreciated.

Sincerely,

[insert Event Sponsor/Program Advisor/Dep. Commandant signature]

[insert Event Sponsor/Program Advisor/Dep. Commandant First & Last Name]