

FOURTH CLASS WITHDRAWAL PROCEDURE

This form must be completed through Part VII prior to receiving REQUEST FOR DISCHARGE (yellow card) from the Registrar's Office.

Part I: General Information (TO BE COMPLETED BY THE 4TH CLASS CADET).

Name: _____

Company _____ CIT # _____

Participated in Weekend Visitor/CSI Program: YES NO ROTC: Air Force Army Navy/Marine

State of legal residence: _____ Major: _____ SAT/ACT Score: _____

Scholarship Recipient? YES NO If YES, list scholarship: _____

Parent or Guardian Name: _____

Address and telephone number: _____

Why did you choose to attend The Citadel? _____

Why are you choosing to withdraw from The Citadel? _____

I *have* _____ *have not* _____ been subjected to any violation of the Fourth Class System? *(If you have, state the facts, to include what, when, how, and by whom on an attached sheet.)*

Have you been hazed or sexually abused? YES NO If yes, how? _____

Have you told your parents about your decision to withdraw? YES NO If yes, when? _____

Do your parents support your decision? _____

Cadet's signature: _____

PART II:

Cadet Company Commander: _____ *Concur* _____ *Non-concur* COMMENTS: _____

Signature: _____

Company Tactical Officer: _____ *Concur* _____ *Non-concur* COMMENTS: _____

Signature: _____

Battalion Tactical Officer: _____ *Concur* _____ *Non-Concur* COMMENTS: _____

Contacted Parents: _____ YES _____ NO **(Must be contacted before seeing Assistant Commandant)**

Remarks: _____

PART III: ASSISTANT COMMANDANT OF CADETS

I have interviewed this cadet and forward cadet's request with the following comment(s) and recommendation(s):

The consent (telephone call) of the cadet's parents/guardian *has been* *has not been* obtained.

Request that the cadet report to: Counseling Center Chaplain Infirmary CSI Coach

PMS PAS PNS (for scholarship cadets).

If cadet is referred to any of the above please fill out Part IV.

Assistant Commandant's Signature: _____ Date: _____

PART IV: Referral Counseling From Part III:

I have interviewed this cadet and forward this request with the following comment(s) and recommendation(s):

Signature: _____ Date: _____

PART V: Office of The Provost:

I have interviewed this cadet and forward this request with the following comment(s) and recommendation(s):

Signature: _____

PART VI: Executive Assistant to The President:

Date: _____ Signature: _____

PART VII: Admissions Office:

Date: _____ Signature: _____

Part VIII: Go to Registrar's Office and pick up REQUEST FOR DISCHARGE (Yellow Card).

PART IX: Commandant of Cadets: (May be signed by Assistant Commandant or CSM in Commandant's absence).

Comments: _____

This request is *Approved* *Disapproved*

This cadet *should* *should not* be out-processed immediately.

Commandant's or Representative's Signature: _____ Date: _____