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1
FIRST SEMESTER 2013

Thursday & Friday, August 15-16
Initial Training: Policies/Procedures, CAS, Suggestions, and Duties

Monday, 9 September
Beginning of Semester: CAS and Freshman Academic Issues and Strategies, Fine Arts Requirement; Mrs. Page Tisdale to Discuss LTP on Tuesday, 24 Sept.: Sophomores, Career Path in BN classrooms

Monday, 30 September
Mid-Term: Discuss Mid-Term Grading Period Begins 15 October (after Parents’ Weekend) Parents’ Weekend, Oct. 4-5; Mrs. Page Tisdale to Discuss LTP on Tuesday, 1 Oct.: Seniors, Interviews in BN classrooms

Monday, 21 October
Procedures for Leadership Development Day (23 Oct.), Withdrawal Procedures

Monday, 4 November
Pre-Registration Procedures and Advising (Advising Web page), Thanksgiving Break Procedures, Changing Majors; Web page, Academic Affairs/Withdrawing/Changing Major; Mrs. Page Tisdale, to Discuss LTP on Tuesday, 5 Nov.: Juniors, Résumé

Monday, 2 December
Final Exams: Exams begin 12 December; Discuss Final Exam Study Strategies and Departure Procedures for Winter Furlough

SECOND SEMESTER 2014

Friday, 17 January
Retention Programs: Academic Support Center Presentation; Discuss What Worked Fall Semester and What Didn’t Work

Monday, 17 March
Mid-Term: Distribute Mid-Term Grades

Monday, 7 April
Final Exams: Discuss Pre-Registration, Final Exams, Maymester, Summer School, and Summer Furlough Procedures

All meetings begin at 1200, include boxed lunches for cadets, and are held in 166 Bond Hall.
All Company Advisors are encouraged to attend these meetings.
**Briefing Summary for Academic Officer Training**

**August 2013**

**Wednesday, 14 August: 1 Hour**

1000-1100  Library Orientation  Snacks/Drinks Provided *(Goble)*  
Daniel  

**Thursday, 15 August: 2½ hours**  
Bond Hall  
327  

**Morning:**

0800-0830  Expectations, Goals, Schedule, Policies, Expectations *(Bebensee/Fudge)*  
0830-0900  Counseling and Stress Indicators *(Bufano)*  
0900-0930  Academic Support Center *(Warner)*  
0930-0945  E-Leadership Portfolio *(McNealy/Shealy)*  

**Afternoon:**  
1630-1650  Class Absence System (CAS) *(Webster)*  
Bond Hall  
327  
1650-1720  Meetings and Topics *(Bebensee)*  
Leadership Skills *(Bebensee/Cathy)*  
Q/A, Ethics of Absences (CAS)  
1. **Review** what AOs can and cannot do in the system  
2. **Emphasize** the 7-day documentation period importance  
3. **Emphasize** ethics of accountability *(Bebensee/Fudge)*  

1720-1800  Review Academic Affairs Web page  
Review Academic Policies in notebooks  
1. **Have** knobs bring **Knobby bags to Academic Orientation sessions**  
   because they will receive their course catalogues and other necessary materials  
2. **Emphasize** that ALL freshmen MUST check their Citadel Email daily  
   because that is the ONLY form of communication between cadets and school personnel *(Bebensee/Fudge)*  
3. **Check freshmen rooms to ensure all computer cords are in place**  
4. **ENSURE** that freshmen **DO NOT DISCARD** their Proof of Purchase Certificate for Dog Tag  
4. **HAVE AOs PICK UP CATALOG FROM BOND 369 AND TAKE TO THEIR ROOMS**

**Friday, 16 August: ~4 hours**  
Bond Hall  
327  

**Morning:**

0830-1045  Announcements *(Bebensee/ Cathy)*  
CIRP/Ethics Survey Instructions *(McNealy/Shealy)*  
Review of CAS *(Bebensee/Fudge)*  
Review Sunday evening meeting with Company Advisors/AOs in Company Classrooms to include administering the College Success Survey *(Distribute to Academic Officers)—Reference Suggestions on Web page*  
Review Monday, 26 August meeting with freshmen to include discussion of Dog Tag  
1045-1200  Walk-Through of Matriculation Day *(Bebensee/BN AOs)*
1. Academic Time on Monday, 26 August in assigned classrooms (AOs will take their companies to the assigned classroom from 0830-1030 to meet with Company Advisors and Academic Officers); College Fair
2. Stay with freshmen in case test monitor needs assistance
3. International Students go to 203 Thompson Hall from 1300-1350. Check each group to ensure these students get to location. Remember, many of these students do not understand/speak English well. All AOs will have a current roster of International Students.
4. Walk Through Freshman Academic Orientation and explain that AOs do not MOVE freshmen
5. Explain how AOs should review Orientation Schedule with Knobs, so they know what to expect and when (Bebensee)
6. Discuss Convocation: Movie Clips and Discussion

Convocation Checklist for Academic Officers
- Academic officers ensure that freshman cadets are seated by 1115.
- All Academic Officers, including battalion, attend the Convocation.
- Regimental Academic Officer will stay after Convocation
- Regimental Academic Officer marches in with the Academic Board and assists freshmen and faculty to their seats in the bleachers.

7. IT Issues
   - Hand out IT flyer re: accessing Bradford; helping freshmen with other login issues; keeping all freshman computers connected after ITS training Thurs/Fri. on August 22-23.

Afternoon
1300-1330 Ombudspersons (Pickering/Connor) Bond Hall
327
1330-1345 Honors Freshmen (Rhodes)
1345-1430 Religious Overview (Harris)
1430-1515 Ethics and The Citadel (Sberna)

Tuesday, 20 August 1 hour
1000-1100 Mandatory Training Session for Book Draw (Barton, Wolff) Book Store

REMINDER: AOs will make announcement during Mess to freshmen:

All freshmen must be at Advising at 1900. No one can be late!
<table>
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<th>Fall SEMESTER: Guard Schedule 2013</th>
<th>Spring SEMESTER: Guard Schedule 2014</th>
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<td>Aug 19-20</td>
<td>Jan 15-16</td>
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<td>Aug 21-22</td>
<td>Jan 17-19 MLK</td>
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<td>Aug 23-25 (W)</td>
<td>Jan 20-21</td>
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<td>Aug 26-27</td>
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<td>Aug 28-29</td>
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<td>Aug 30-1 Sep (W)</td>
<td>Jan 27-28</td>
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<td>Sep 4-5</td>
<td>Jan 31-2 Feb (W)</td>
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<td>Sep 6-8(W)</td>
<td>Feb 3-4</td>
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<td>Sep 9-10</td>
<td>Feb 5-6</td>
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<tr>
<td>Sep 11-12</td>
<td>Feb 7-9 (W)</td>
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<td>Sep 13-15 (W)</td>
<td>Feb 10-11</td>
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<td>Sep 16-17</td>
<td>Feb 12-13</td>
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<td>Sep 18-19</td>
<td>Feb 14-16 (W)</td>
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<td>Sep 20-22 (W)</td>
<td>Feb 17-18</td>
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<td>Sep 23-24</td>
<td>Feb 19-20</td>
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<td>Sep 25-26</td>
<td>Feb 21-23 (W)</td>
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<td>Sep 27-29 (W)</td>
<td>Feb 24-25</td>
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<td>Sep 30-1 Oct</td>
<td>Feb 26-27</td>
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<td>Oct 2-3</td>
<td>Feb 28-2 Mar (W)</td>
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<td>Oct 4-6 Parents Weekend</td>
<td>Mar 3-4</td>
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<td>Oct 7-8</td>
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<td>Oct 9-10</td>
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<td>Oct 14-15</td>
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<td>Oct 16-17</td>
<td>Mar 14-16 Corps Weekend</td>
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<td>Oct 25-27 (W)</td>
<td>Apr 2-3</td>
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<td>Oct 28-29</td>
<td>Apr 4-6 (W)</td>
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<td>Oct 30-31</td>
<td>Apr 7-8</td>
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<td>Nov 1-3 Homecoming Wkend</td>
<td>Apr 9-10</td>
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<td>Nov 4-5</td>
<td>Apr 11-13 (W)</td>
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<td>Nov 6-7</td>
<td>Apr 14-15</td>
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<td>Nov 8-10 (W)</td>
<td>Apr 16-17</td>
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<td>Nov 11-12</td>
<td>Apr 18-20 Easter Weekend</td>
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<td>Nov 13-14</td>
<td>Apr 21-22</td>
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<td>Nov 15-17 (W)</td>
<td>Apr 23-24</td>
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<td>Nov 18-19</td>
<td>Apr 25-27 (W)</td>
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<td>Nov 20-21</td>
<td>Apr 28-29</td>
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<td>Nov 22-1 Dec Fall Furlough</td>
<td>Apr 30-1 May</td>
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<td>Dec 2-3</td>
<td>May 2-3 Summer Furlough</td>
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<td>Dec 4-5</td>
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<td>Dec 6-8 (W)</td>
<td>Legend: (W)= Weekend</td>
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<td>Dec 9-10</td>
<td>Gray Fill= Major Weekend</td>
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<td>Dec 13-15 (W)</td>
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<td>Dec 18-12 Jan Winter Furlough</td>
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**FOURTH-CLASS ORIENTATION FALL 2013**

**Academic Orientation for Fourth-Class Fall 2013**

**Friday, August 16**

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<th>Time</th>
<th>Activity</th>
<th>Location</th>
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<tbody>
<tr>
<td>1400-1450</td>
<td>Parents Meet with Company Advisors for Academic Q &amp; A</td>
<td>Coward Hall</td>
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<tr>
<td>1500-1650</td>
<td>Parents Meet with Dr. Jane Warner 117 Thompson Hall Academic Support/Students with Disabilities</td>
<td>Coward Hall</td>
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<tr>
<td>1700-1750</td>
<td>Parents Religious Gathering, Chaplain Harris Summeral Chapel</td>
<td>Summeral Chapel</td>
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<tr>
<td>1800-2030</td>
<td>4th Class Honor Honors Supper for Invited Guests Students/Parents</td>
<td>Coward Hall</td>
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**Saturday, August 17**

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<th>Time</th>
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<tr>
<td>0700-1000</td>
<td>4th Class 4th Class Reception (Cadre)</td>
<td>McAlister Field</td>
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<td>1030</td>
<td>4th Class 4th Class in Barracks; Barracks Close</td>
<td>McAlister Field</td>
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<tr>
<td>0900-1140</td>
<td>Parents Information College Fair (Powell)</td>
<td>McAlister Field</td>
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<tr>
<td>1145-1245</td>
<td>Parents President’s Welcome (Rosa)</td>
<td>McAlister Field</td>
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<tr>
<td>1245-1255</td>
<td>Parents Family Association Welcome</td>
<td>McAlister Field</td>
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<tr>
<td>1300-1400</td>
<td>Parents Move to Coward Hall for Lunch</td>
<td>Coward Hall</td>
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<tr>
<td>1300-1400</td>
<td>4th Class Academic Orientation: CIRP Int. Students</td>
<td>203 Thompson Hall</td>
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<tr>
<td>1400-1500</td>
<td>3rd BN Ethics/Banner 4th BN Ethics/Banner 5th BN Ethics Banner</td>
<td>Bond Hall 165 Auditorium</td>
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<td>1500-1600</td>
<td>1st BN Ethics/Banner 2nd BN Ethics/Banner</td>
<td>Jenkins Auditorum</td>
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<tr>
<td>1900-2100</td>
<td>4th Class Meetings with AOs/HAOs</td>
<td>Company Classrooms</td>
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**Sunday, August 18**

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<tr>
<th>Time</th>
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<tbody>
<tr>
<td>1030-1130</td>
<td>3rd BN Mental Health Overview 4th BN Mental Health Overview 5th BN Medical Overview</td>
<td>Bond Hall 165 Auditorium</td>
</tr>
<tr>
<td>1130-1230</td>
<td>3rd BN Medical Overview 4th BN Medical Overview 5th BN Mental Health Overview</td>
<td>Bond Hall 165 Auditorium</td>
</tr>
<tr>
<td>1330-1430</td>
<td>1st BN Mental Health Overview 2nd BN Medical Overview</td>
<td>Jenkins Auditorum</td>
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<tr>
<td>1430-1530</td>
<td>1st BN Medical Overview 2nd BN Mental Health Overview</td>
<td>Jenkins Auditorum</td>
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<tr>
<td>1800-1850</td>
<td>Informal supper/Training for Company Advisors (Hines, Bebensee)</td>
<td>Bond 295</td>
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<tr>
<td>1900-2030</td>
<td>4th Class Meet with Co Advisors/AOs</td>
<td>Company Classrooms</td>
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<td><strong>Monday, August 19</strong></td>
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<tr>
<td>0830-1000 Golf Co.</td>
<td>ITS Training ITS Labs</td>
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<tr>
<td>1130-1300 Sierra</td>
<td>ITS Training ITS Labs</td>
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<tr>
<td>1400-1530 Delta</td>
<td>ITS Training ITS Labs</td>
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<tr>
<td>1530-1700 Fox-Trot</td>
<td>ITS Training ITS Labs</td>
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**NOTE:** ALL Fourth-Class Athletes will participate

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<tr>
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<tbody>
<tr>
<td>0800-0900 4th Class</td>
<td>President Addresses 4th Class McAlister Field House</td>
</tr>
<tr>
<td>1100-1230 Hotel</td>
<td>ITS Training ITS Labs</td>
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<tr>
<td>1000-1100 AOs</td>
<td>Book Draw Instructions Book Store</td>
</tr>
<tr>
<td>1230-1400 Romeo/Tango</td>
<td>ITS Training ITS Labs</td>
</tr>
<tr>
<td>1500-1630 Band</td>
<td>ITS Training ITS Labs</td>
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<tr>
<td>1900-2100 4th Class</td>
<td>Meet with Deans/Dept. Heads Designated Locations (Fall Sports Included)</td>
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<th><strong>Wednesday, August 21</strong></th>
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<tr>
<td>0900-1200 4th Class</td>
<td>Meet with Faculty Advisors Faculty Offices (As Directed by AOs; Fall Sports Included)</td>
</tr>
<tr>
<td>1400-1530 Papa</td>
<td>ITS Training ITS Labs</td>
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<tr>
<td>1530-1700 Victor</td>
<td>ITS Training ITS Labs</td>
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<tr>
<th><strong>Thursday, August 22</strong></th>
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<tr>
<td>0900-1030 Echo/Kilo</td>
<td>ITS Training ITS Labs</td>
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<tr>
<td>1100-1230 India/Oscar</td>
<td>ITS Training ITS Labs</td>
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<tr>
<td>1230-1400 Charlie</td>
<td>ITS Training ITS Labs</td>
</tr>
<tr>
<td>1530-1700 Alpha/Bravo</td>
<td>ITS Training ITS Labs</td>
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<tr>
<td>1630-1730 2nd BN</td>
<td>Personal Computer Testing (IT Officers) Barracks</td>
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<tr>
<td>1700-1830 November</td>
<td>ITS Training ITS Labs</td>
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<tr>
<td>1730-1900 Pal. Battery</td>
<td>ITS Training ITS Labs</td>
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<tr>
<td>0800-0900 Echo/Golf/ Oscar</td>
<td>Draw Books Book Store</td>
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<td>0900-1000 Hotel/India/ Mike</td>
<td>Draw Books Book Store</td>
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<tr>
<td>0900-1030 Lima</td>
<td>ITS Training ITS Labs</td>
</tr>
<tr>
<td>1000-1100 Kilo/Charlie/ Fox-Trot</td>
<td>Draw Books Book Store</td>
</tr>
<tr>
<td>1000-1100 5th BN</td>
<td>Personal Computer Testing (IT Officers) Barracks</td>
</tr>
<tr>
<td>1000-1130 Mike</td>
<td>ITS Training ITS Labs</td>
</tr>
<tr>
<td>1100-1200 Lima/PB/ Papa/Sierra</td>
<td>Draw Books Book Store</td>
</tr>
<tr>
<td>1300-1400 Band/November Tango</td>
<td>Draw Books Book Store</td>
</tr>
<tr>
<td>1300-1400 Oscar/Romeo</td>
<td>Personal Computer Testing (IT Officers) Barracks</td>
</tr>
<tr>
<td>1400-1500 Alpha/Bravo</td>
<td>Draw Books Book Store</td>
</tr>
<tr>
<td>1400-1500 Romeo</td>
<td>Personal Computer Testing (IT Officers) Barracks</td>
</tr>
<tr>
<td>1500-1600 November/Tango</td>
<td>Draw Books Book Store</td>
</tr>
</tbody>
</table>

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7
1500-1600  Alpha/Bravo/ Charlie/3rd Battalion  Personal Computer Testing (IT Officers)  Barracks  
1600-1700  Delta  Personal Computer Testing (IT Officers)  Barracks  
1600-1700  Victor  Draw Books  Book Store  

**Sunday, August 25**  Upper-Class Cadets Return  

**Monday, August 26**  
0815-0830  4th Class  Move to Assigned Locations (AOs Assist)  Assigned Classrooms  
0830-1030  4th Class  Meet with Company Advisor/Academic Officer  Assigned Classrooms  
1030-1200  1st, 2nd BN  Cadet Academic Fair  Deas Hall  
1300-1430  3rd, 4th, 5th BN  Cadet Academic Fair  Deas Hall  

**Tuesday, 27 August**  
0800-1200  Upper Class  Final Advising as Needed  Faculty Offices  
0900-1100  4th Class  Final Academic Advising  Faculty Offices  
1115-1300  4th Class  Convocation  McAlister Field House  
1300-1400  4th Class  Walk-On Varsity Sports  McAlister Field House  
1400-1420  4th Class  Leadership Clips from  McAlister Field House  
2:20-3:10  4th Class  Academic Tour of Classes  Deas Hall  

**Wednesday, 28 August**  Classes begin for SCCC  

COMPANY CLASSROOM ASSIGNMENTS-2013-2014  

The following classrooms will be used by Companies for Military and Academic Training—but can change due to numbers.  

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CLASSROOM</th>
<th>BUILDING</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Battalion</td>
<td>Auditorium</td>
<td>Grimsley Hall</td>
<td>127</td>
</tr>
<tr>
<td>A</td>
<td>Room 307</td>
<td>Jenkins Hall</td>
<td>48</td>
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<tr>
<td>B</td>
<td>Room 305</td>
<td>Jenkins Hall</td>
<td>33</td>
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<tr>
<td>C</td>
<td>Room 304</td>
<td>Jenkins Hall</td>
<td>39</td>
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<tr>
<td>D</td>
<td>Room 306</td>
<td>Jenkins Hall</td>
<td>41</td>
</tr>
<tr>
<td>2nd Battalion</td>
<td>Auditorium # 101</td>
<td>Jenkins Auditorium</td>
<td>240</td>
</tr>
<tr>
<td>E</td>
<td>Room 311</td>
<td>Jenkins Hall</td>
<td>49</td>
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<tr>
<td>F</td>
<td>Room 313</td>
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<tr>
<td>G</td>
<td>Room 308</td>
<td>Jenkins Hall</td>
<td>54</td>
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<tr>
<td>H</td>
<td>Room 312</td>
<td>Jenkins Hall</td>
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<tr>
<td>Band</td>
<td>Band Rehearsal Hall</td>
<td>Coward Hall</td>
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<tr>
<td>3rd Battalion</td>
<td>Auditorium</td>
<td>Byrd Auditorium</td>
<td>150</td>
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<tr>
<td>I</td>
<td>Room 107</td>
<td>Byrd Hall</td>
<td>39</td>
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<tr>
<td>K</td>
<td>Room 161</td>
<td>Bond Hall</td>
<td>48</td>
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<tr>
<td>L</td>
<td>Room 166</td>
<td>Bond Hall</td>
<td>125</td>
</tr>
<tr>
<td>M</td>
<td>Room 330</td>
<td>Bond Hall</td>
<td>41</td>
</tr>
<tr>
<td>Battalion</td>
<td>Auditorium/Location</td>
<td>Room</td>
<td>Advisor/Officer</td>
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<tr>
<td>Palmetto Battery</td>
<td>Room 329</td>
<td>211</td>
<td>LTC Hendriks</td>
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<tr>
<td>P</td>
<td>Room 327</td>
<td>201</td>
<td>LTC Hilleke</td>
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<tr>
<td>Sierra</td>
<td>Room 333</td>
<td>203</td>
<td>MAJ Heuston</td>
</tr>
<tr>
<td>Victor</td>
<td>Room 346</td>
<td>165</td>
<td>MAJ Arnold</td>
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<td>5th</td>
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<td>Palmetto Battery</td>
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<td>211</td>
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<td>Room 327</td>
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<td>Sierra</td>
<td>Room 333</td>
<td>203</td>
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<td>Victor</td>
<td>Room 346</td>
<td>165</td>
<td>LTC Pickering</td>
</tr>
<tr>
<td>6th</td>
<td>COL Bebensee</td>
<td>3155</td>
<td>CPT Riggles</td>
</tr>
<tr>
<td>7th</td>
<td>COL Bebensee</td>
<td>3169</td>
<td>COL Lutz</td>
</tr>
<tr>
<td>8th</td>
<td>LTC Fudge</td>
<td>3170</td>
<td>MAJ Porter</td>
</tr>
<tr>
<td>9th</td>
<td>COL Sharbough</td>
<td>3154</td>
<td>COL Sharbough</td>
</tr>
<tr>
<td>10th</td>
<td>LTC Fudge</td>
<td>3170</td>
<td>MAJ Sonta</td>
</tr>
<tr>
<td>11th</td>
<td>LTC Fudge</td>
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<td>LTC Sonta</td>
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<tr>
<td>12th</td>
<td>LTC Fudge</td>
<td>3170</td>
<td>MAJ Sawai</td>
</tr>
<tr>
<td>13th</td>
<td>LTC Matthews</td>
<td>3154</td>
<td>LTC Matthews</td>
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<td>LTC Fudge</td>
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<td>MAJ Sawai</td>
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<td>15th</td>
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<td>MAJ Sawai</td>
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<tr>
<td>16th</td>
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<td>MAJ Sawai</td>
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<tr>
<td>17th</td>
<td>LTC Fudge</td>
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<td>MAJ Sawai</td>
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<tr>
<td>18th</td>
<td>LTC Fudge</td>
<td>3170</td>
<td>MAJ Sawai</td>
</tr>
</tbody>
</table>
Position Description for Citadel Academic Officers

Job Purpose:
The Academic Officer promotes academic excellence by mentoring and advising cadets in their Company/Battalion concerning academic performance at The Citadel.

Job Functions/Duties*:
- Monitors the Class Absence System (30%).
- Monitors the academics of all cadets in Company/Battalion, focusing on freshmen, sophomores, and students on Academic Probation (25%).
- Establishes an environment conducive to studying and learning by: enforcing the rules and guidelines of Evening Study Period; modeling exemplary study/academic behavior; answering academic questions as well as other issues; and providing an opportunity for cadets, especially freshmen, to understand academic policies and guidelines as well as academic and college resources (30%).
- Coordinates job functions/duties with TACs in Company/Battalion through email or daily, weekly, and/or monthly meetings (5%).
- Attends monthly meetings with the Associate Provost and assists with all Academic Orientations (5%).
- Performs additional duties as required (5%).

Knowledge, skills, and abilities:
- Minimum GPA of 3.0.
- Dedication to the academic success of cadets at the college.
- Ability to manage own time in order to spend time mentoring and monitoring others.
- Ability to communicate well with others while exercising patience, approachability (make yourself available to cadets—go see them; don’t wait for them to come to you!), and integrity.
- Knowledge and understanding of others and their academic weaknesses as well as the ability to counsel.
- Ability to find a junior in your Company (who not only has good grades but also has the ability to understand and motivate others) to help you with your duties.

Supervisory Responsibilities:
The Academic Officer supervises the academics of all freshmen in Company and/or Battalion as well as other cadets with academic challenges.

Guidelines and Supervision:
With considerable autonomy, the Academic Officer reports to the Associate Provost for Academic Affairs and is relied upon to exercise independent judgment when making decisions and must maintain confidentiality.

* Percentages should equal 100%.

Academic Officer Tips

1. AOs must realize that they cannot force someone to study but instead should facilitate learning.

2. AOs are role models for the cadets, especially the freshmen. They must remember that...
   - Eyes are watching them at all times.
   - One moment of forgetfulness; one scream or yell; can cost the AO his/her credibility.
• AOs must watch their behavior during Hell Week and remember that the AO is the *father figure*.

3. AOs must remember that there is more to a cadet than just *mid-term grades*.
   • Mid-term grades are like half-time scores: the game can change drastically in the 2nd half!
   • Watch for signs of debilitating stress, depression, and general malaise.

4. AOs must work closely with the chain-of-command in their Company.
   • Through these relationships, the cadets will see a unified front of academics as well as military priorities.
   • Meet regularly with the other officers in your Company.

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**Academic Strategies for Success**  
For Academic Officers

• Enlist the help from an academically strong and responsible sophomores and juniors to help with academic monitoring.
• Check academic planners to ensure students are writing down assignments.
• Coordinate with professors, Academic Support Center, and Company Advisor for assistance for at-risk cadets.
• Meet with Company Advisor during each semester.
• Encourage at-risk students to email professors and discuss their academic challenges; have students copy AO’s on the email to ensure they are being sent.
• Encourage long-term goal planning.
• Encourage students to meet with department heads to clarify if they are in the correct major.
• Form Company study halls.
• Have a junior and sophomore meet with students to reinforce the strategies that the AO’s have discussed with them.
• Have students print off mid-term grades and meet with them one-on-one to discuss each class and identify problems.
• Help students pinpoint what style of academic support works best for them.
• Hold mandatory study halls outside the barracks for students with a GPA below a 2.0.
• Meet one-on-one with at-risk cadets.
• Prevent upperclassmen from disturbing students while they are studying.
• Encourage students to discuss all withdrawals with AO.
• Encourage tutoring for at-risk students.
• Encourage cadets to spend no more than 20 minutes on the computer and/or other electronic devices for socializing.
• Use Company files when acceptable.
• Use incentives for higher GPAs
Understanding Your Academic Environment

When should you study?

- Study “Tough Stuff” during “Peak” time.
  Example: If you’re a morning person, study your difficult subjects in the morning.
- Use “Waiting” time constructively.
  Example: If you have 5 to 10 minutes before a class begins, pull out your books and start studying. You will be surprised how much one can get done if they use their time wisely.
- Study hard during the week.
  Example: Many cadets will leave much of their homework for the weekends. These cadets soon find many other things going on during the weekends and miss out on doing their homework.

Where should you study?

- Use your own study area.
  Example: Find a nice quiet place that you feel comfortable at, and study there as much as you can.
- Be aware of the library trap.
  Example: The library may seem like a good place to study, but for many, it is more of a place to socialize with their friends.
- Watch your comfort level.
  Example: If you are too comfortable during study time, this study time will actually turn into sleep time.

What can you do to become motivated?

- Notice how you waste your time.
  Example: Notice how much time each day you spend on the computer, shining, or in the library chatting with your friends.
- Learn to balance school work with your extracurricular activities.
  Example: If you know it is going to be loud in the barracks when it is time for you to study, simply find some other place to study at.

What can you do to deal with the “Real World”?

- Avoid all distractions.
  Example: If you know it is going to be loud in the barracks when it is time for you to study, simply find some other place to study at.
- Beware of the computer trap.
Example: If a cadet spends 2 to 3 hours a night on the computer, there is probably a good chance his/her grades may suffer.

- Avoid obscure thoughts, like flying purple dinosaurs.

Example: Everyone goes through periods of spacing out and losing their focus on what they are studying. Successful students will learn to avoid daydreaming and stay focused on their academics.

**Suggestions for Academic Inspections**

These informal academic spot-checks should always be positive and helpful for the cadet being inspected. Never should this type of academic intervention become punitive or demoralizing; otherwise, this action becomes counterproductive. Remember that you cannot possibly ask all of the questions each time; however, these topics should help you identify students who may need to seek assistance in Thompson Hall, with Counseling services, or with their academic advisor.

1. **Academic Organization:**
   - Explain your academic organizational system that you used in high school.
   - Do you have a three-ring binder for Tuesday/Thursday and another binder (different color) for Monday/Wednesday/Friday classes?
   - Do you use dividers for each class?
   - In case you leave a notebook in your room, do you have enough paper in your bag at all times for taking notes that you can later organize by subject?
   - Do you keep extra pens and sharpened pencils in your bag?
   - Do you study the most difficult subjects first?
   - What time(s) of day are you at your best? Do you study then? Do you schedule your classes at those times? Do you have a daily study routine?

2. **Time Management:**
   - Do you feel in control of your academic day?
   - Are there enough hours in your day to complete your academic tasks?
   - Do you perform less desirable tasks first, leaving the more desirable tasks for later?
   - Do you write daily to-do lists and check them off as you complete them?
   - Do you use a blank calendar to write down all your major assignments so that you can review them each day/week?
   - Do you use an academic planner to keep track of your daily, weekly, and monthly tasks?

3. **Procrastination and Motivation:**
   - Do you find it hard to force yourself to concentrate on the task at hand?
   - Is getting started the hardest part? Do you consider yourself a perfectionist?
   - Do you find a quiet place to study and avoid disruptions?
   - Do you have difficulty turning in assignments on time?

4. **Note Taking; Do You:**
   - Review your notes both before and after class?
• Rewrite your notes at night so that you will be able to understand them for a test?
• Use abbreviations, or do you write down everything that is written on the board or in a PowerPoint?
• Number and date your note pages? Do you know different methods for note taking?

5. **Memorization; Do You:**
• Make sure understand the material before you attempt to memorize it?
• Use mnemonic devices?
• Use little songs or rhymes to help you memorize facts?
• Create associations with information?
• Recite and repeat information out loud?

6. **Test Taking; Do You:**
• Know exactly what to study for your tests?
• Make a study schedule to prepare for exams?
• If the test format is not clarified, do you ask your professor to explain further?
• Study the charts, graphs, and examples in your textbook?
• Use old tests, quizzes, class work, and notes to study?
• Know the strategies for answering multiple choice, true/false, short answer, and essay questions?
• Have strategies for dealing with test anxiety?

7. **Academic Stress:**
• Do you know what your stress systems are? (Insomnia, stomach pain, clenched jaw, headache, decreased/increased appetite, inability to concentrate, etc.)
• Do you ask for help from your classmates or professors when you feel overwhelmed?
• What do you do to cope with stress?
• Is your coping mechanism helping or hindering your academic performance?

8. **Marking Your Textbook; Do You:**
• Write in the margins?
• Highlight the chapter headings with blue, green, or pink highlighter? (Avoid Yellow and Orange.)
I, __________________________, voluntarily authorize The Citadel to release the information from my education record, as follows:

1. **Items of information to be released (check all that apply):**
   - [ ] **Billing information**, including statements, charges, credits, payments, past due amounts, and/or collection activity
   - [ ] **Disciplinary information**, including the results of any honor trial or disciplinary hearing or board where I was the accused
   - [ ] **Financial Aid information**, including awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status
   - [ ] **Grades/GPA**, demographic, registration, CWID number, academic progress status, and/or enrollment information
   - [ ] **Loan disbursement information, as maintained by The Citadel**, excluding Stafford and PLUS loans, including billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity
   - [ ] **Other / limitations on the above:** __________________________

2. **Purpose for which the records are to be released:** __________________________

3. **The information may only be released to the following persons or entities:** __________________________

4. **Single use:**

I hereby grant authorization to The Citadel to release my above referenced education records to the parties listed on this form. I understand that unless marked for “Single use” this release is effective until revoked by me, by signed request to The Citadel.

**STUDENT'S SIGNATURE** __________________________
**CWID** __________________________
**DATE** __________________________
ACADEMIC YEAR
CADET ACADEMIC OFFICER’S STATEMENT OF UNDERSTANDING
OF THE
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

I ___________________________ understand that I have been granted access to certain academic records and information by virtue of my position as a cadet ACADEMIC OFFICER. I further understand that the Provost has granted me access to certain academic records and information of other students that contains individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended and certain South Carolina statutes.

I also understand that The Provost has determined that I have a legitimate educational interest in having access to this confidential information on those other cadets who are assigned to the unit for which I am responsible. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and/or civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates The Citadel’s policy and could constitute just cause for disciplinary action including my immediate removal from the academic officer position regardless of whether criminal or civil penalties are imposed. I understand that it is my responsibility to safeguard and secure any and all documents that I have in my possession that contains FERPA protected information concerning other students. I also understand that I am personally responsible for any unauthorized re-disclosure of the information in my possession.

I understand that I am not permitted access to the academic records of those cadets who are not in my unit. And, I understand that if I change my cadet position of responsibility as an Academic Officer for any reason, I simultaneously lose access to the academic records of other cadets. I also understand that I will immediately surrender to proper authority any written information obtained from other students’ educational records that I have in my possession. If my change of position involves new responsibilities over other cadets, then I will execute a new form before being granted access to that information.

By my signature below, I also acknowledge that I have received a briefing on FERPA and that I fully understand its content as it pertains to my position as an academic officer.

_________________________        _______________________         ___________________
Date of FERPA/ brief

DATE Access Granted Name Printed Signature

Access granted by: Academic Affairs Date:
Access terminated by: Academic Affairs Date:

This document will be signed in duplicate. The cadet Academic Officer will retain a copy and the second copy will be retained by the Office of the Associate Provost for Academic Affairs.
Additional Academic Orientation/Matriculation Day/Convocation Duties

All Academic Officers must...

1. Help the freshmen select, purchase, and/or rent textbooks.

2. Make sure you have a list of all International Students.

3. Facilitate academic sessions where indicated on Training Schedule, but AOs do not move freshmen—the Cadre will move freshmen from location to location.

4. Check the sophomore schedules to ensure that they have registered for the two leadership courses: LDRS 201 and LDRS 211.

5. Matriculation Day:
   1) AOs are invited to stand with the TACs and Company Advisors or at the CIT 101 table during the College Fair for parents in MFH from 9:00-11:40 am.
   2) All AOs will attend the President’s address to Freshman Parents on Saturday morning and should be in the Field House no later than 11:00 am. Battalion AOs may be required to handle microphones for the Q & A with President Rosa.
   3) AOs should be finished by about 2:30 pm as many will sit with parents and answer questions during lunch in Coward Hall from 1:00-2:30 pm.
   4) Meet with 4th class and with HA Officers from 7:00-9:00 pm, Company Classrooms

6. After administering the CIRP in Battalion classrooms, **take the boxes to Sgt. Bauer’s office.**

7. Ensure that all freshmen meet with Company Advisors on Sunday, Aug. 18 from 7:00-8:30 pm.

8. Ensure that all freshmen meet with Department Heads from 7:00-9:00 pm on Tuesday, Aug. 20.

9. Meet your knobs on the quad at 0815 on Monday, August 26, and review procedures for that day:
   1) Freshmen must be in assigned classrooms to meet with Company Advisors and Academic Officers by 0830.
   3) Have AOs take all knobs in the Company to their assigned classroom. (USE YOUR LIST!)
   4) Knobs must take their knobby bags (to include pencil, paper) with them. Also, they should take their bags to the Cadet Resource Fair in MFH on Monday, 26 August.
   5) From 10:30 am-12:00 pm: 1st and 2nd Battalion will attend the Cadet Resource Fair in MFH.
   6) From 1:00-2:30 pm: 3rd, 4th, and 5th Battalions will attend the Cadet Resource Fair in MFH.

10. The Regimental A/O plus the Battalion A/O’s must help up front with Convocation on Tuesday, August 27th and will march in with Academic Board. At least three AOs will need to come to the Walk-Through on Monday, 26 August. The Company A/O’s will be responsible for having their freshmen in seats in McAlister no later than 11:15 am on Tuesday, Aug. 27, and all AO’s should remain with their freshman for the Convocation ceremony, lunch, discussion, and movie clips.
Academic Policies Summary Sheet
Academic Officer Training

1. Cadets MUST be full-time students = 12 hours each semester.

2. Freshman cadets must earn at LEAST 24 hours during fall and spring semesters.
   A. If not, cadet receives letter from Associate Provost for Academic Affairs explaining how many hours the cadet must take over the summer to return.
   B. After Matriculation, courses taken at other colleges or universities may be transferred with approval from the Office of the Registrar. Remember only grades of C and above may be transferred.
   C. Hours earned BEFORE Matriculation DO NOT count as part of the 24.

3. GPAs can only be improved by taking courses at The Citadel.

4. Academic Discharge is for:
   A. Cadets who fail to pass 24 credit hours
   B. Cadets who fail to meet the GPA requirements

   Note: While on Academic Discharge, students cannot take courses for transfer back to The Citadel.

5. Life Scholarship and/or Palmetto Fellow Award students (or those attempting to earn them for the first time):
   A. Must earn at least 30 credit hours
   B. Must maintain a minimum GPA of 3.0

   Note: The hours earned and the GPA for retaining these State Awards (or earning them for the first time) include all coursework taken at any college or university during the fall, spring, and summer sessions. Unfortunately, courses taken at another institution will not AFFECT the Citadel GPA.
The Citadel Class Absence Form

_Cadets must remember_ that even though they may miss a class, they still must pay attention to the “20% Rule.” This says that a professor can decide that if a student misses more than 20% of the class meetings in his course – for ANY reason, to include serious medical problem, car wreck, etc. – then the cadet hasn’t had enough instruction to get credit for the course. This can happen even if all of the absences were EXCUSED, so cadets still need to be sure they attend class.

_After seven days_ without documentation being provided by the offending cadet, the class absence defaults to _unexcused_, and once the absence defaults to unexcused, it will be reconsidered by a Tactical Officer **ONLY** based on _documentation_ that becomes available _after_ the 7-day period of review. That is, if there is documentation available during the 7-day review period, but the offending cadet does not provide it, _the unexcused class absence will not be reconsidered by the Tactical Officer._

**Student Information**

Last Name _____________________________ First Name _____________________________

CWID _____________________________ Email _____________________________

Date Missed ___________________________ Phone _____________________________

**Course Information**

Department, Course, and Section __________________________________________________

Professor’s Name _____________________________________________________________

Missed Coursework ______________________________________________________________

Reason for Missing Class/Coursework ________________________________________________

Circle the Desired Course of Action for the Absence: \[ \text{Excuse} \quad \text{Delete} \]

Academic Officer Name and Company _________________________________________________

Action Taken ________________ ____________________________________________________

_I certify that the above statements are true to the best of my knowledge and belief, and that I understand that I will be in violation of the Honor Code and may be subject to student disciplinary action if the above statements are found to be falsified and/or if I am found responsible for abusing the excused student absence process._

Signature: _____________________________ Date: ________________________________
Attendance

Class Attendance Policy

1. The cornerstone of undergraduate education is communication between the teacher and the learner, and at The Citadel, class attendance is also a duty in cadet life. From reveille at 0645 until taps at 2300, the cadet’s day is quite full. However during the period Monday through Friday, less than 20% of the time is designated for classes and laboratories, and these experiences are not to be missed.

2. Class attendance is of higher priority than other normal activities. Although it is acknowledged that cadets must miss classes for certain authorized reasons, every effort will be made to keep these absences to a minimum. This philosophy of mandatory class attendance must guide the scheduling of athletic events and connected travel, special events and ceremonies, contract physical examinations, daily and special guard duties, and special leaves. Certain medical and personal emergencies will also require the missing of scheduled classes. Should it be necessary to miss a class for any reason, the student will make every attempt to notify his/her professor at least 24 hours in advance. However if it is not possible to notify the professor in advance of an absence, the cadet must notify the professor immediately after the absence occurs. The cadet will be responsible for all material covered in his/her absence. Assigned tests and laboratories are mandatory and take precedence over all other duties (to include Guard) or activities.

3. When a cadet is reported by his/her instructor for missing a class or laboratory that report is forwarded to the cadet (it is a cadet’s responsibility to check his/her email daily.), to the cadet’s Academic Officer, and to the Tactical Officer. Either the Academic Officer or the Tactical Officer can determine, with documentation from the professor, if the absence is Excused or Unexcused. However, the cadet has only 7 days after an absence is reported to provide the Academic Officer with documentation that might excuse the absence. This 7-day period includes weekends, holidays, and furloughs. If no documentation has been presented within the 7-day period, the absence will be considered unexcused.

At that point, the Associate Provost will write the student’s parents informing them of the unexcused classes, the punishments received thus far, and that, if the number of unexcused absences reaches 10, underclass cadets WILL receive an ACADEMIC DISCHARGE for the following semester. A cadet who is otherwise eligible to participate in Cadet Commencement, but who has accumulated 10 or more unexcused absences WILL NOT be permitted to participate in Commencement Activities. In all other cases, a cadet who accumulates 10 or more unexcused absences will receive an ACADEMIC DISCHARGE for the following semester. There is no appeal for these actions. NOTE: WARNING IS GIVEN AFTER 5 UNEXCUSED CLASS ABSENCES, AND ACADEMIC DISCHARGE IS GIVEN AFTER 10 OR MORE.
4. **Cadets should not be marked absent** for arriving late (Code 151), bringing incomplete homework, forgetting a textbook, or sleeping in class: these actions result in “Neglect of Academic Duty,” Code 123, 10D/20C. There is an academic policy which states that “absences, whether excused or unexcused in excess of 20% of the meetings of a particular course will, at the discretion of the professor, result in a grade of F in that course.” In such cases, the attendance record kept by the professor is official. **Therefore, it is important to remember that the number of absences (excused or unexcused) reported in a semester must accurately reflect the student’s attendance.**

Excused and Unexcused Absences

**Excused Absences**—When a cadet misses a class for an authorized reason, this absence should be EXCUSED. The only time to DELETE an absence is when the absence was reported in error; in other words, when the professor said that the cadet was absent, but he/she was really present. (Occasionally we also delete if a student withdrew from a class, and for some reason the processing of that paperwork was delayed for a day or two.) Even though the cadet couldn’t help missing a class, he/she still has to pay attention to the “20% Rule.” This says that a professor can decide that if a student misses more than 20% of the class meetings in his course – for ANY reason, to include serious medical problem, car wreck, etc. – then the cadet hasn’t had enough instruction to get credit for the course. This can happen even if all of the absences were EXCUSED, so cadets still need to be sure they get to class!

**Unexcused Absence**—When a cadet misses a class for an unauthorized reason, this absence will be considered UNEXCUSED.

1. **Each cadet knows** that when he/she misses a class, the CAS sends the cadet an e-mail reminder on the same evening of the reported absence. This e-mail triggers a 7-day period during which the cadet may provide the Company Academic Officer with documentation that might excuse that absence.

2. **After seven days** without documentation being provided by the offending cadet, the class absence defaults to unexcused, and once the absence defaults to unexcused, it will be reconsidered by a Tactical Officer **ONLY** based on documentation that becomes available after the 7-day period of review. That is, if there is documentation available during the 7-day review period, but the offending cadet does not provide it, **the unexcused class absence will not be reconsidered by the Tactical Officer.**

Class Absences and Lates

1. Absences and lates will be reported by the professor.

2. If a cadet is **more than 15 minutes late for any class**, the professor may mark that cadet as absent, since a significant portion of the class will have been missed.

3. Cadets reported for sleeping in class will receive “Neglect of Academic duty,” that carries a punishment of **10 demerits and 20 confinements.**
GROUND RULES FOR ADMINISTERING THE CLASS ABSENCE SYSTEM

1. The Accountability System is designed to document authorized absences (SOS, Leave, Infirmary); therefore, each cadet must use this system appropriately to ensure that the CAS will excuse the classes missed. Any absence that should have been automatically excused by the CAS, but was not, will be excused only based on appropriate documentation provided by the cadet.

- **Infirmary Visits**—When a cadet visits the Infirmary, he/she must sign in upon arrival at the Infirmary and sign out when treatment has been completed. The Class Absence System automatically excuses any absence from class that falls within the time of an Infirmary visit. Falsifying a sign-in or sign-out time is considered to be making a false official statement and, as such, will be reported as a potential honor violation. If a cadet fails to sign in and out properly, the Infirmary visit will not excuse a class absence. **Neither Cadet Academic Officers nor Tactical Officers are authorized** to excuse a class absence based on an Infirmary Visit unless the cadet provides documentation from the Infirmary showing the sign-in and sign-out times. **NOTE:** Infirmary personnel have confirmed that providing this documentation will not present a hardship for them.

- **Counseling Center Visit**—An absence may be excused for a visit to the Counseling Center only based on a memo from the Director of the Counseling Center. **NOTE:** The Director of The Citadel Counseling Center has confirmed that this requirement will not place an undue burden on Counseling Center personnel.

- **Special Orders**—When a cadet misses a class because he/she is on Special Orders, the Special Order System will automatically excuse any class missed during the period of the Special Order. When the Special Order System does not automatically excuse this absence, but the cadet claims that he/she was indeed on Special Orders, **the cadet must provide a copy of the Special Order excusing the class**, or the class absence will not be excused.

- **Authorized Leave**—When a cadet claims that a class was missed because he/she was on authorized leave, **the cadet must provide a copy of a leave form which has been approved by the proper authority**, or the class absence will not be excused.

- **Guard**—When a cadet presents “Guard Duty” as the excuse for not attending class, he/she must document the failed effort to make alternate arrangements that would have permitted him/her to attend the class. The cadet must also provide a copy of a guard roster documenting the period of duty, or the class absence will not be excused. A cadet may use “Guard Duty” only **four (4) times per semester** as an excuse for missing class. **Guard Duty is not an excuse for missing an assigned test or lab.**

- **Excuse from a Faculty Member**—A faculty member cannot excuse an absence from class. Once the faculty member submits a class absence, he/she may correct an error by providing a statement that the cadet was actually in the class in question and that the absence was submitted in error.

2. **The Cadet Academic Officers are allowed to exercise some judgement regarding excusing class absences**; however, if this authority is abused, the Academic Officer in question will be removed from that position and reduced in rank. Please see the following guidelines for excusing absences when a cadet claims that he/she:
• **Has Dropped a class** in which an absence has been reported. The Cadet Academic Officer is allowed to excuse ONE such absence and warn the cadet that any further absences in that class will be unexcused unless the cadet provides evidence from the Registrar’s Office that the class has been officially dropped prior to the submission of the class absence by the faculty member.

• **Was in Class**—Cadets often indicate that they were actually in class when reported absent. The Cadet Academic Officer is allowed to excuse ONE such absence and warn the cadet that any further absences in that class will be unexcused unless the cadet provides a statement from the instructor that the absence was marked in error. *If the situation persists for that particular cadet and instructor, the Cadet Academic Officer must mark the absence unexcused and report the matter to the Associate Provost for Academic Affairs.*

• **Has Been Ill or Depressed and Stayed in Room**—Cadets often claim to have been too sick to go to the Infirmary or too depressed to go to the Counseling Center. In these cases, the Cadet Academic Officer may NOT excuse these absences. The absences are to be marked as Unexcused and the Company Tactical Officer is to be notified immediately.

• **Has Been on Official College Business**—Cadets who claim to have missed a class because of official college business (Honor Trial, Band Rehearsal, Drill Competition Practice, etc.) must provide a confirming statement from an appropriate official of the College.

**NOTE: The cadet Academic Officer does not have the authority to excuse more than one undocumented absence per cadet.**

3. Each cadet knows when he/she has missed a class, but the CAS sends the cadet an e-mail reminder on the same evening of the reported absence. This e-mail triggers a 7-day period during which the cadet may provide the Company Academic Officer with documentation that *might* excuse that absence. After seven days without documentation being provided by the offending cadet, the class absence defaults to *unexcused*, and once the absence defaults to unexcused, it will be reconsidered by a Tactical Officer ONLY based on documentation that becomes available after the 7-day period of review. That is, if there is documentation available during the 7-day review period, but the offending cadet does not provide it, *the unexcused class absence will not be reconsidered by the Tactical Officer.*
Class Absence/Conduct Policies and Punishments

I. **Class Attendance** is Mandatory and is of higher priority than other normal activities.

II. **Punishment for Class Absences**: (D=Demerits; C=Confinements; T=Tours)

- 1<sup>st</sup> Unexcused Absence 3D/3C
- 2<sup>nd</sup> Unexcused Absence 5D/5C
- 3<sup>rd</sup> Unexcused Absence 5D/10C
- 4<sup>th</sup> Unexcused Absence 5D/5T
- 5<sup>th</sup> / 6<sup>th</sup> Unexcused Absences 10D/10T
- 7<sup>th</sup> or More Unexcused Absences 10D/10T & referred to *Academic Review Board*
- 10<sup>th</sup> Unexcused Academic Discharge

III. **Conduct Codes and Punishments**:

<table>
<thead>
<tr>
<th>Disruptive in Class</th>
<th>Max Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>Code 090</td>
</tr>
<tr>
<td>Minor</td>
<td>Code 091</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disrespectful</th>
<th>Max Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>to College Official</td>
<td>Code 108</td>
</tr>
<tr>
<td>Insubordination</td>
<td>Code 100</td>
</tr>
<tr>
<td>To anyone in Authority</td>
<td>Code 106</td>
</tr>
<tr>
<td>Major</td>
<td>20D &amp; 40T</td>
</tr>
<tr>
<td>Minor</td>
<td>10D &amp; 20C</td>
</tr>
</tbody>
</table>

**Neglect of Academic Duty** (Sleeping in Class) Code 123 10D & 20C

**Late Class to Class** (For All Lates) Code 151 5D

**Failure to Comply/Meet Academic Instructions**
(No Homework) Code 314 5D & 10C
NEW “ACADEMIC FORGIVENESS” OR “FRESH START” POLICY

A. Any undergraduate student who has been separated from The Citadel for 48 or more consecutive months is eligible to apply for Academic Forgiveness.

B. Upon readmission, a student seeking to apply for Academic Forgiveness must first complete 24 hours at The Citadel with a Grade Point Average (GPA) of 2.0 or higher on those 24 hours in order to apply for Academic Forgiveness.

C. To apply for Academic Forgiveness, a readmitted student who has met the minimum GPA requirement on 24 hours must make a formal written request for an academic “fresh start” and must meet in person with the Associate Provost for Academic Affairs to discuss that application.

D. If a student is granted Academic Forgiveness, then all previous coursework completed at The Citadel will be treated as transfer credit (i.e., as pass/fail coursework) for the purpose of computing the student’s cumulative Citadel GPA; in addition, courses which the student previously passed at The Citadel with a grade of “D” will continue to be counted in the student’s total earned hours and will not have to be repeated. All previous grades will remain on the student’s permanent record, but they will not be computed in the student’s GPA. The transcript will contain this notation: “Academic Forgiveness was granted as of (date of readmission); grades earned at The Citadel prior to this date are not included in this student’s GPA calculation.” Students who have been granted Academic Forgiveness will not be eligible to receive graduation honors (e.g., cum laude, etc.).

Approved by The Citadel’s Academic Board in November, 2012 to be effective beginning in 2013

Grade Replacement Policy

The Grade Replacement Policy came into effect in March 2013, and explains the following criteria for grade replacement:

1) Undergraduate students may choose to repeat any course in which they earned a grade of “C” or less.

2) The original course grade will be replaced by the newer grade when calculating students’ grade-point averages (GPA’s), quality hours, and earned credit hours.

3) Both the old and new grades will appear on students’ transcripts, but only the newer grade will be used in calculating GPA’s.

4) The maximum number of hours for which grade replacement will be allowed over the course of a student’s undergraduate career is 16.

5) All grades earned would be used in calculating graduation honors.
**Adding/Withdrawing from Classes; Changing Majors**

**Adding/Dropping a Class**

- A cadet must Add or Drop a class during the Drop/Add period which ends the first Tuesday after classes begin on Wednesday. In other words, cadets only have a few days to make this decision.
- Once a cadet has decided to Add or Drop a class, he/she must follow the process as outlined in Lesesne Gateway, Banner Self-Service.
- Remember, cadets only have a few days to complete this process. Please see the Academic Calendar.

**Course Withdrawal**

- A cadet will receive a W for withdrawal from a course prior to the official deadline. See the Academic Calendar for the Withdrawal dates.
- A Withdrawal Form (from the Registrar) must be completed and contain the proper signatures in the following order:
  1. Course Instructor
  2. Advisor
  3. Registrar
- After the Withdrawal date, cadets will receive the grade of F should they fail to complete the course or complete it unsuccessfully.

*If a cadet withdraws or drops a class, the cadet must attend all class meetings* of the withdrawn or dropped class until all signatures have been submitted to the Registrar, and the class schedule has been corrected.

**Change of Academic Major**

Students who wish to change their major should consult with their Academic Advisors in their current major course of study as well as with the Associate Dean or Department Head offering the new major. Forms for requesting a change of academic major are available in the Registrar's Office.

**Taking or Repeating Courses to Improve GPA**

A student may not take or repeat a course which is taught at a lower level than or serves as a prerequisite for a course which the student has already completed.

Courses may be repeated under the following conditions:

1. No course may be repeated once a grade of B or higher has been earned.
2. If a course is repeated, the last grade of record is used to determine whether course requirements for graduation have been met.
3. If a previously passed course is repeated, the hours may be used only once toward meeting requirements for total hours passed.
4. A transfer course may be repeated to improve a GPA only if the grade of C or higher was earned at the transfer institution.
5. All grades (those that meet the above criteria) from repeated courses are included in computing the student's grade-point ratio.
Course Load Requirements

- A full-time student must be enrolled throughout each semester in coursework totaling at least 12 credit hours.
- A cadet must be a full-time student.
- Any cadet who drops below the 12-credit-hour minimum at any time during a semester is subject to discharge, unless there are extenuating circumstances. Such circumstances must be presented in writing to the Associate Provost for Academic Affairs.
- Students and their parents should be aware that carrying fewer than 12 credit hours may affect insurance coverage with some companies and may also affect eligibility for financial aid.

Course Overload

The maximum course load (credit hours) which will be approved for either fall or spring semester is normally 22. Overloads may be requested in writing to the Associate Provost for Academic Affairs.

Course Substitutions

Course substitutions are made only when justified by extenuating circumstances. Such circumstances must be presented in writing by the student, and the requested substitution must have the support of the Faculty Advisor, the Associate Dean or Department Head, and the Associate Provost for Academic Affairs. Forms for requesting course substitutions are available in the Registrar’s Office.

Combining Courses

Courses may be combined to meet a maximum of one-general-elective requirement under the following circumstances:

1. The courses to be combined must be offered by the same department and must be related in some way.
2. The Associate Dean or Department Head of the student’s major school or department must provide a recommendation and rationale for combining the courses.
3. The Associate Provost for Academic Affairs must grant final approval for the combining of courses.
Welcome to Academic Advising

- The Citadel ranks No. 3 nationally among public colleges and universities in our Carnegie classification in the percentage of students who graduate in four years. That category includes colleges with master's level programs. The latest data shows that 56.2% of entering freshmen graduated from The Citadel within four years, 65.8% within six years. The national average four-year graduation rate is about 30%.

- The Citadel leads South Carolina public colleges and universities in its four-year graduation rate.

- The U.S. News & World Report rankings for 2012 recognize The Citadel in several different categories:
  - The Citadel ranks No. 1 among the top public universities in the South that offer a full range of undergraduate and master’s degree programs
  - No. 5 among the best public and private universities in the South offering up to a master’s degree but few, if any, doctoral programs.
  - The School of Engineering ranked No. 21 for best undergraduate engineering programs in the nation.

Moreover, The Citadel provides numerous services and resources to help you resolve problems and support your success!

Academic Advisors are here to help students navigate the requirements, policies, and opportunities and to help them explore and achieve their academic goals. Each student is an important member of the Citadel family; and faculty, staff, and administrators want everyone’s experience at The Citadel to be a successful one. We invite you to explore this Web site to learn more about the Advising Program at The Citadel.

The Mission of the Academic Advising Program at The Citadel is to assist students in using the educational programs offered by the college to meet the student’s individual needs, enhance their abilities, and to achieve personal, educational, and career goals consistent with the institutional mission of Honor, Duty, and Respect. The integrated program will assist all students to make a successful transition to, and establish their place in, college life; to take responsibility for learning how to set academic, career, and personal goals, and the strategies for achieving them; and to graduate in a timely manner, successfully meeting all requirements. Successful advising contributes to the Citadel’s ultimate goal of developing mature and self-directed students capable of making appropriate decisions, becoming life-long learners, and being successful leaders in communities.

To learn more about:

- Academic Advising at The Citadel, please review the Academic Advising Manual for more detailed information.
- The Evening Undergraduate Program, please visit, http://www.citadel.edu/root/eveningundergraduatestudies.
Academic Advising Support

Please visit the items on the sidebar to find out more about Academic Advising at The Citadel and feel free to contact us with further questions or concerns at advisinginfo@citadel.edu.

Academic Maps

Academic Maps are a suggested four-year schedule of courses based on degree requirements detailed in the undergraduate Catalog and will contain the following information:

- Core requirements
- Leadership requirements
- ROTC requirements
- Major requirements
- Suggested Sequence of when to take specific courses
- Other information relative to each particular major course of study

This sample schedule serves as a general guideline to help build a full schedule each term. Please remember that this map is not a substitute for academic advisement—all students MUST contact their academic advisor if they have any questions about scheduling or degree requirements. Note: Requirements are continually under revision, and there is no guarantee that changes will not occur; therefore, students should always contact the department and/or program area for current information.

In addition to viewing the Academic MAP for a course of study, you will also want to visit the Course Catalog for more detailed descriptions for each major course of study by clicking on the Academic Affairs Web site, http://www.citadel.edu/root/academicaffairs, then clicking, Course Catalog.

To find the academic map for a particular major course of study, please click on one of the majors listed below:

1. Biology
2. Biology Major: Teaching Specialization in Biology & Comprehensive Broad Field Science
3. Business Administration
4. Business Administration: Accounting Concentration
5. Business Administration: Supply Chain Specialization
6. Chemistry, B.S.
7. Chemistry, B.S.: Biochemistry Specialty
8. Chemistry, B.A.
10. Civil Engineering
11. Computer Science
12. Criminal Justice
13. Education: Social Studies (Teaching Specializations are also available in Biology, Chemistry, Modern Languages, and Physical Education)
14. Electrical Engineering
15. English
16. Health, Exercise, and Sport Science: B.S. in Exercise Science
17. Health, Exercise, and Sport Science: B.S. in Sport Management
18. History
19. Mathematics
20. Modern Languages, Literatures, and Cultures: French Track
21. Modern Languages, Literatures, and Cultures: Teaching Specialization in French Track
22. Modern Languages, Literatures, and Cultures: German Track
23. Modern Languages, Literatures, and Cultures: Teaching Specialization in German Track
24. Modern Languages, Literatures, and Cultures: Spanish Track
25. Modern Languages, Literatures, and Cultures: Teaching Specialization in Spanish Track
26. Physical Education: Teaching Track
27. Physics
28. Political Science: Subfield A—American Government & Politics
29. Political Science: Subfield B—International Politics & Military Affairs
30. Political Science: Subfield C—Pre-Law & Legal Studies
31. Psychology

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**Majors/Minors**

**Majors**
- Biology
- Available Concentration: Biology Teaching Track
- Business Administration
- Available Concentration: Accounting
- Chemistry (B.A.)
- Available Concentration: Chemistry Teaching Track
- Chemistry (B.S.)
- Available Concentration: Biochemistry
- Civil and Environmental Engineering
- Computer Science
- Criminal Justice
- Electrical and Computer Engineering
- English History
- Mathematics
- Modern Languages
- Available Concentration: French, French Teaching Track, German, German Teaching Track, Spanish, Spanish Teaching Track
- Physical Education
- Available Concentrations: Health and Wellness, Physical Education Teaching Track
- Physics
- Political Science
- Psychology
- Social Studies Education
- Sport Management

**Minors**
- African American Studies / History
- American Politics / Political Science
- Applied Mathematics
- Applied Statistics
- Biology
- Business Administration
- Chemistry
- Computer Programming
- Criminal Justice
- Cybersecurity
- East Asian Studies
- Electrical Engineering
- Fine Arts
- French, German, Spanish
- Health
- History
- Intelligence and Homeland Security
- International & Military Affairs
- International Relations
- Law & Legal Studies
- Leadership Studies
- Management Information Systems
- Molecular Biology & Biochemistry
- Molecular Biology & Biochemistry (For those in all other majors)
- Non-Western Studies
- Philosophy
- Psychology
- Southern Studies
- Sport Management
Academic Minor

- A minor is defined as a course of study that enables a student to make an inquiry into a single discipline, or to investigate a particular topic across the boundaries of two or more disciplines.

- In either case, the minor is not simply a specified number of credit hours, but a well-defined program.

- A minor should complement the student’s major and not simply expand it with more courses in the same field. For this reason, students may not ordinarily pursue both a major and minor in the same discipline. However, in the case where a discrete topical minor is administered by the student’s major department, an exception may be in order.

- A minor consists of an ordered series of courses totaling at least 15 credit hours:

  1. At least 12 of which must be beyond core curriculum and courses specified for major or other minor requirements and

  2. At least 6 of which must be at the 300/400 level.

  3. At least 9 hours of the minor must be organized in a logical sequence of required courses which provides general direction for the student’s study.

  4. At least one course in the minor must be completed at The Citadel or in a Citadel Study Abroad program.

  5. The student must earn a grade-point average of at least 2.000 on all coursework completed in the minor.

  6. Requirements for the minor must be completed concurrently with requirements for the student’s major.

  7. A student who meets all requirements for an approved minor will have both the major and minor indicated on the transcript.
Majors and Internships

Change of Academic Major
Students who wish to change their major should consult with their academic advisors as well as with the associate dean or department head offering the new major. Forms for requesting a change of academic major are available in the Registrar’s Office.

Pursuing A Double Major
Under certain circumstances, a student may wish to pursue two different majors concurrently within the same baccalaureate degree. This will be permitted under the following conditions:
1. Students must declare their intentions to the Registrar no later than the fall semester of the junior year.
2. Both majors must be offered under the same baccalaureate degree.
3. Students must complete all requirements for each major.
4. Students, in addition to meeting a minimum overall grade-point ratio, must achieve the minimum grade-point ratio requirements of each major.
5. Requirements for both majors must be completed concurrently.
A student who has met these requirements will have both majors indicated on the transcript.

Pursuing A Second Baccalaureate Degree
Under certain circumstances, a student may wish to pursue two different baccalaureate degrees concurrently. This will be allowed under the following conditions:
1. The student must complete all requirements of each degree.
2. The student is normally expected to complete requirements for the second degree while pursuing the initial undergraduate degree.
3. Any remaining requirements after the initial degree has been completed may be addressed in The Citadel’s summer school in The Citadel Graduate College or in Day Student Status.

Internships
Academic internships offer the opportunity for students to apply academic learning to practical situations.

Normally, only juniors and seniors are eligible for academic internships. A minimum cumulative GPR of 2.5 is preferred. Exceptions to this requirement will be considered by the internship advisor and the department head or associate dean.

To receive course credit, the student should pursue an internship that is clearly related to his or her major course of study and/or career interest. If the internship is not offered by the student’s school or major department, the student must have successfully completed appropriate preparatory course work.

To receive three semester hours of credit, each intern will work a minimum of 50 hours over the course of the semester, to include activities on site at the internship agency and regular meetings with the internship advisor. Each student intern will be required to maintain an internship journal or diary.
containing a detailed record of internship activities and will prepare a formal paper and/or a formal oral presentation based on a substantive topic related to the internship experience.

A student may earn a maximum of six semester hours of credit from internship courses to apply to a degree program at The Citadel, and a student may only participate in one internship during the semester.

Courses

Academic Criteria for Continuance

In order to be eligible to continue at The Citadel, a student must meet minimum standards for hours earned at The Citadel or properly transferred from another accredited institution and cumulative grade-point average maintained. These criteria are assessed initially after the cadet’s second semester at The Citadel and then at the end of each two-semester period.

Credits earned through AP or course work taken by an entering freshman in the summer prior to initial matriculation WILL NOT be used toward meeting the minimum standard for hours earned in an academic year. Although The Citadel will notify students who are deficient in either or both areas, it is the responsibility of the student to ensure that these criteria are met. To avoid academic discharge, a student must meet both hour and GPA requirements concurrently either at the end of the fall semester, at the end of the spring semester, or in August, as appropriate.

A full-time student (one carrying at least 12 credit hours each semester) must pass at least 24 semester hours in each 12-month period after initial matriculation or readmission. If a previously passed course is repeated, the hours may be used only once toward meeting requirements for hours passed.

Part-time students must pass 50% of the hours attempted.

Each student must maintain a minimum cumulative grade-point average as prescribed in the following table. This grade-point average is calculated as described earlier in this section.

The column labeled “Total Hours” includes 1) all credits attempted for which a grade of “A,” “B,” “C,” “D,” or “F” was received at The Citadel, 2) course work transferred from other colleges, and 3) courses taken Pass-Fail or in which the grade of “U” was earned:

<table>
<thead>
<tr>
<th>Total Hours (Quality Hours Plus Transfer &amp; Pass/Fail Hours)</th>
<th>Grade-Point Average for Continuance on Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-39</td>
<td>1.300</td>
</tr>
<tr>
<td>40-69</td>
<td>1.500</td>
</tr>
<tr>
<td>70-99</td>
<td>1.700</td>
</tr>
<tr>
<td>100 &amp; above</td>
<td>1.900</td>
</tr>
</tbody>
</table>

This table shows the minimum academic progress a student must make to continue at the College and to avoid academic discharge.
For the purpose of determining academic probation, criteria for continuance, dean’s list, gold stars, graduation, and other academic matters, the grade-point ratio will be computed to three decimal places.

Taking or Repeating Courses to Improve the GPA
- A student may not take or repeat a course which is taught at a lower level than or serves as a prerequisite for a course which the student has already completed.
- Courses may be repeated under the following conditions:
  1. No course may be repeated once a grade of “B” or higher has been earned.
  2. If a course is repeated, the last grade of record is used to determine whether course requirements for graduation have been met.
  3. If a previously passed course is repeated, the hours may be used only once toward meeting requirements for total hours passed.
  4. A transfer course may be repeated to improve a GPA only if the grade of “C” or higher was earned at the transfer institution.
  5. All grades from repeated courses are included in computing the student’s grade-point average.

Course Load Requirements
A full-time student must be enrolled throughout each semester in course work totaling at least 12 credit hours. A cadet must be a full-time student. Any cadet who drops below the 12 credit hour minimum at any time during a semester is subject to discharge, unless there are extremely extenuating circumstances. Such circumstances must be presented in writing to the Associate Provost for Academic Affairs. Students and their parents should be aware that carrying fewer than 12 credit hours may affect insurance coverage with some insurance companies and may also affect eligibility for financial aid.

Course Overload
The maximum course load (credit hours) which will be approved for either fall or spring semester is normally 22. Overloads may be requested in writing to the Associate Provost for Academic Affairs.

Course Substitutions
Course substitutions are made only when justified by extenuating circumstances. Such circumstances must be presented in writing by the student, and the requested substitution must have the support of the faculty advisor, the associate dean or department head, and the Associate Provost for Academic Affairs. Forms for requesting course substitutions are available in the Registrar’s Office.

Combining Courses
Courses may be combined to meet a maximum of one general elective requirement under the following circumstances:
  1. The combined courses must be offered by the same department and must be related in some way.
  2. The associate dean or department head of the student’s major school or department must provide a recommendation and rationale for combining the courses.
3. The Associate Provost for Academic Affairs must grant final approval for the combining of courses.

Graduate Courses
Students pursuing an undergraduate degree will not be permitted to enroll in graduate courses.

Classifications and Discharges

Academic Classifications
Academic classifications of
- 4A (first-semester freshman) through
- 3B (second-semester sophomore) are based strictly on hours earned.
- For example, to be classified 3A (first semester sophomore), the cadet’s total hours earned must be no less than 8 fewer than the total hours required through the spring semester of the freshman year of the major course of study.
- A table of credit hours required for each academic classification for each major is provided on The Citadel webpage under “Registrar.”
- To be academically eligible to be classified as a first-semester junior (2A), a cadet must have completed the Fine Arts requirement in addition to the requirement for hours earned.
- To be academically eligible to be classified as a first-semester senior (1A), a cadet must have earned a sufficient number of hours to be no more than 8 hours short of the number of hours required in the major course of study through the spring semester of the junior year.

Academic classification is used by the Office of Financial Aid to determine loan eligibility and by the Commandant’s Office to determine room assignments, the appropriate class numeral, class privileges, and eligibility to hold cadet rank.

Class Privileges
Cadets are considered for privileges based on their Academic Classifications. To be eligible to receive class privileges, a cadet must not be on Academic Probation and must be both Conduct and Physically Proficient.

Academic Probation
A student is placed on academic probation for any semester when the cumulative grade-point ratio based on courses taken at The Citadel fails to meet the requirements for continuance without probation as outlined in the following table. A student will be removed from academic probation after the semester in which the cumulative grade-point average meets the requirements set forth in the following the table:
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<thead>
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<th>Total Hours (Quality Hours Plus Transfer &amp; Pass/Fail Hours)</th>
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<tr>
<td>100 &amp; above</td>
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**Discharges**

**Academic Discharge**

A cadet’s academic record will be subject to formal review for purposes of academic discharge at the end of the second semester after initial matriculation at The Citadel. During these two semesters and the summer sessions after initial matriculation, the cadet must have earned at least 24 credit hours and must at the time of review meet GPA requirements for continuance. If these requirements are not met concurrently at that time, the cadet will be discharged for academic deficiencies.

Academic assessment for the purpose of academic discharge is conducted at the end of each two-semester period, and the associated summer sessions, after the student is admitted or readmitted. Under the academic discharge policy, cadets may be discharged for academic deficiencies in January or in August of each year. Credits completed while a student is on academic discharge will not normally be accepted for transfer to The Citadel. Exceptions to this policy must have the approval of the Associate Provost for Academic Affairs.

Summer session work cannot make students ineligible to enroll in the following fall semester, if they were eligible for enrollment at the end of the previous spring semester.

Minimum grade-point ratios for the various categories are as shown in the previous sections; however, the minimum GPA required will not be raised as a result of summer school work. That is, students moving from one category to the next higher category as a result of credit hours earned in summer school at The Citadel or elsewhere will be required to meet the GPA minimum of the lower category of credit hours for continuance in the following fall term.

Students who voluntarily withdraw at times other than January or August or who are discharged for other than academic reasons will have their academic status assessed upon application for readmission.

When the number of unexcused absences reaches 5 the student and his or her parents will be issued a warning by the Associate Provost for Academic Affairs that continued disregard of the academic policy requiring class attendance will result in an academic discharge from the College. If the number of unexcused absences reaches 10, the student will be permitted to complete the current semester, but will be academically discharged from the College for the following semester. Cadets who accumulate 10 or more unexcused absences in the spring semester and who would otherwise be eligible to participate in commencement will not be permitted to do so. In all other circumstances, cadets who accumulate 10 or more unexcused absences will be awarded an academic discharge.
Second Academic Discharge

A student who fails for a second time to meet minimum academic criteria for continuance will be awarded a Second Academic Discharge. The Associate Provost for Academic Affairs will review the academic record and any extenuating circumstances the student wishes to present in writing. Based on this review and in consultation with the faculty advisor and the department head or Associate Dean, the Associate Provost for Academic Affairs will determine the conditions under which the student may be considered for readmission after a second academic discharge.

Conduct Discharge

Cadets who have been suspended or dismissed or who leave the College with a disciplinary board pending are not eligible to attend any undergraduate class at The Citadel—day, evening, or summer—or to transfer credits back to The Citadel for any courses taken during the period of discharge.

Readmission Guidelines

- A student who is discharged for academic reasons for the first time may apply for readmission after being out of school for one semester. Summer school does not constitute a semester in this instance.
- Students who are discharged for academic or disciplinary reasons may not, during the period of discharge, take courses for transfer to The Citadel. The deadline for the receipt of an application for readmission for the spring term is October 1 and for the fall term is June 1.
- In addition to any specific readmission requirements stated at the time of discharge, applicants for readmission to the South Carolina Corps of Cadets must meet the personal and physical fitness requirements for initial admission. These include the following:
  A. Applicants for readmission must meet the U.S. Army standard for height and weight and be physically qualified as determined by the college physician.
  B. Applicants for readmission may not be married nor have childcare responsibility for any minor child related to him or her by blood or marriage.
  C. Applicants must not have a record of conviction of a criminal offense showing poor moral character.

If approved for readmission after an academic discharge, the student will be readmitted on academic probation. Cadets who have been approved for readmission may or may not be assigned to their former cadet company.

Cadets Called to Active Duty

When Cadets are called to Active Duty, it is the policy of The Citadel to minimize the academic and financial impacts of being required to interrupt their studies. When the cadet learns that call to active duty is likely, he/she notifies the Office of the Associate Provost and his/her Tactical Officer.

Financial

If the cadet and his/her instructors feel that completing courses in which he/she is currently enrolled is not a reasonable expectation, the cadet is awarded the grade of “W” in each course and is provided a full
refund less room and board used and QM charges. When the cadet elects not to withdraw from all courses, refunds of tuition and fees are prorated based on a per-credit-hour rate and the number of credits the cadet and his/her faculty members believe he/she will be able to complete.

**Academic**

When the date of required departure from The Citadel becomes fixed, the cadet works with his/her instructors to determine if it is reasonable to complete courses after departing on active duty or delaying completion until the cadet returns to The Citadel. In this effort, the instructor is not expected to modify the expectations or assignments of the course, but to help the student determine if it is feasible to continue to work on, and ultimately complete, course requirements after leaving The Citadel. In some cases, the date of departure is sufficiently late in the semester that final course assignments and the final exam can be completed before the cadet leaves campus. This, however, will likely be the exception rather than the rule, and faculty members are not expected to “force” early course completion.

When the faculty member and the student feel that it is not reasonable to complete requirements in a particular course, the student is withdrawn from that course with the grade of “W.” When the faculty member and student feel that requirements in a particular course can be completed by the student through independent study, the grade of “I” is given until course requirements are met. If at any time the faculty member and/or the student feel that completing the course is no longer a reasonable expectation, the student is given the grade of “W” in that course.

**Civilian Students in Cadet Classes**

With the exceptions of Day Students, Returning Veteran Cadets, and Non-Cadet Veteran Day Students, no civilian students are permitted to take classes with the Corps of Cadets. These three student categories are defined below.

**Day Student Status**

Cadets will normally remain in the Corps of Cadets until degree requirements have been met. Cadets who have completed eight semesters in the Corps of Cadets, all ROTC requirements, and all required physical education courses and have been cleared by the Commandant and the Treasurer may apply for Day Student status through the Office of the Registrar. Transfer of credit from other institutions is severely limited while in Day Student status.

If Day Student status is approved, the student must live off campus and may attend day classes with the Corps of Cadets or evening undergraduate classes in The Citadel Graduate College. While on campus in Day Student status, students will wear civilian clothes, but their attire is expected to be compatible with the military environment established by the uniformed Corps of Cadets.

For Day Students, the following specific dress code is in force:

1. Regulations pertaining to body piercing and tattoos are the same as those for the members of the Corps of Cadets.
2. A broken uniform is unattractive anywhere, but it is especially unsuited for a military college campus or classroom. Portions of cadet uniforms are not, therefore, to be worn by non-cadets.
3. Hair will be neatly trimmed and styled; as will mustaches and sideburns if they are worn. Men will be permitted to wear beards only when required to do so for medical reasons, which must be explained in writing by a physician and submitted to the Associate Provost for Academic Affairs.

4. Students will wear business attire when attending formal hops and similar occasions when the members of the Corps of Cadets are required to appear in full dress or white uniform.

5. Any student who is not in compliance with minimum standards for personal appearance will be required to leave campus until discrepancies are corrected. Repeated offences may result in discharge from the college.

**Veteran Cadet Program**

Effective with the fall 2008 semester, cadets who have begun their pursuit of the cadet degree and have elected to pursue or have been called to active military service will be provided the following options if their tour on active duty was not for training purposes and they have been discharged honorably with full rights and privileges of a veteran.

**Option 1** If they are eligible, they may return to the Corps of Cadets to continue to pursue the cadet degree.

**Option 2** They may enroll as civilian students in classes with the Corps of Cadets to pursue a non-cadet degree with non-cadet diploma and ring (the same diploma and ring available for current Active Duty Students and students in the Citadel Graduate College (and formerly awarded to Veterans Students).

**Eligibility Criteria:**

- must have been sworn into the Corps of Cadets at The Citadel
- must have been honorably discharged from active duty with the full rights and privileges of a veteran
- must meet academic and disciplinary criteria for readmission to The Citadel

**Students electing this option:**

- may enroll in civilian status in classes with the Corps of Cadets
- may enroll in evening classes in the Citadel Graduate College
- are eligible to earn the non-cadet degree/diploma and receive the non-cadet ring currently awarded to Active Duty students and students in the Citadel Graduate College (and formerly awarded to Veterans Students)
- may not return to the Corps of Cadets but will be allowed to participate in Cadet Commencement in cap and gown

At its 14 June 2008 meeting, the Board of Visitors approved the pursuit of the Cadet Degree, Diploma, and Ring through the Veteran Cadet Program under the following conditions:

- The former cadet has received while on active duty and in combat an injury that precludes readmission to the Corps of Cadets.
- The former cadet has served at least four semesters in the Corps of Cadets prior to moving to Veteran Cadet status.
Former cadets who are approved to pursue the Cadet Degree in Veteran Cadet status will be awarded credit for appropriate ROTC courses 301, 302, 401, and 402 based on their active duty service, and requirements to complete RPED 250/251 and two activity courses will be waived.

Through these options, The Citadel is attempting to address the needs of those students who have formally joined the Corps of Cadets but prior to completing the cadet degree have been called to active duty or have elected to serve on active duty that ends with an honorable discharge as a veteran.

Non-Cadet Veteran Day Program

An eligible non-cadet veteran is defined to be an individual who provides evidence through a Department of Defense Form DD 214 of honorable discharge from one of the Armed Services indicating a minimum of 90 consecutive days of full-time federal active service, other than active duty for training.

Academic Requirements:

Veteran applicants must meet the academic standards outlined under the High School Course Requirements and Entrance Examinations for the Corps of Cadets found in the Requirements for Admission section of this catalog or provide evidence of previous satisfactory college work. Qualified veteran students applying as transfer students must meet the requirements as stated in Transfer Student Admissions in the “Requirements for Admission” section in the College Catalog.

Personal Requirements:

A. Veteran applicants are civilians and are not subject to those personal requirements specific to the Corps of Cadets. They will not be subject to the RPED or ROTC requirements nor will they be permitted to attend ROTC classes.

B. Veteran applicants must not have a record of conviction of a criminal offense showing poor moral character.

For admission requirements, please refer to Non-Cadet Veteran Day Admissions in the “Requirements for Admission” section of the Course Catalog.

Requirements

Degrees

The degree of Bachelor of Arts is conferred upon satisfactory completion of the appropriate program of study in chemistry, criminal justice, English, history, mathematics, modern languages, political science, or psychology. The Bachelor of Science degree is conferred upon satisfactory completion of the appropriate program of study in biology; chemistry; computer science; education; health, exercise, and sport science; mathematics; or physics.

Graduates in Business Administration receive the degree of Bachelor of Science in Business Administration.

Graduates in Civil Engineering receive the degree of Bachelor of Science in Civil Engineering. Graduates in Electrical Engineering receive the degree of Bachelor of Science in Electrical Engineering.

Requirements for Degree Completion

Academics: A student must complete one of the major courses of study outlined in the catalog of record and must achieve a minimum grade-point average of 2.000 based on all quality hours attempted.
and all quality points earned at The Citadel. In addition, each student must achieve a minimum grade-point average of 2.000 based on all quality hours attempted and all quality points earned in major course work at The Citadel.

Students majoring in education or in the teaching track of health, exercise and sport science must achieve a cumulative grade-point average of at least 2.500 and a grade-point average of at least 2.500 on all professional education courses; and must have on file in the Registrar’s Office at The Citadel passing scores for the appropriate PRAXIS II and Principles of Learning and Teaching (PLT) Examinations.

If a student is pursuing a minor, a grade-point ratio of 2.000 must be achieved in all course work completed in that minor.

All students, including transfer students from other colleges, are required to earn at The Citadel a minimum of one-half the semester hours prescribed for their major course of study.

The student’s school or department is responsible for ensuring that the student’s knowledge in the major is current. Cadets who have met the overall grade-point ratio and major course work grade-point ratio requirements and who are conduct proficient but who have not completed all course requirements for graduation may take not more than two courses totaling 7 semester hours at another institution for transfer to The Citadel in order to complete degree requirements. Prior approval of these courses is mandatory.

**ROTC:** The ROTC requirement for cadets serves two purposes. First, ROTC course work plays a major role in The Citadel’s mission to educate and prepare graduates to become principled leaders in all walks of life. Second, ROTC course work is an essential component of the criteria to receive a commission in one of the armed forces. All cadets are, therefore, required to enroll in and pass an ROTC course for every semester during which they are enrolled at The Citadel or until they have completed eight semesters or met graduation requirements. If extenuating circumstances beyond the control of the cadet require that he/she withdraws or not register for ROTC, the cadet who is pursuing or may wish to pursue a commission must have the permission of the head of that ROTC Detachment. The cadet who is not pursuing a commission must have the permission of the academic advisor and the Associate Provost for Academic Affairs. Cadets who miss or fail an ROTC class must meet that requirement in order to graduate. When cadets are making up a missed ROTC requirement or changing to another ROTC, they are not, without the permission of the head of the ROTC Detachment, permitted to enroll in an ROTC unless the head of the ROTC Detachment authorizes the enrollment in a lower level course.

Upon the recommendation of the head of the appropriate ROTC department and with concurrence of the Associate Provost for Academic Affairs, training experiences may be accepted in lieu of ROTC course work. When approved, the designated ROTC courses will be recorded on the student’s Citadel transcript as exempted military credits.

**ROTC classes may not be used to satisfy elective requirements in any course of study.**

Cadets who are pursuing a commission in one ROTC program and wish to pursue a commission in another ROTC program must have the approval of the head of the ROTC program they are leaving and the
head of the ROTC program they wish to join. Cadets who wish to move from one ROTC program to another but do not wish to pursue a commission must have the approval of the head of the ROTC department they wish to join, academic advisor and the Associate Provost. A change in ROTC program does not reduce the number of semesters of ROTC required for graduation.

**Physical Education:** The required physical education program for cadets is designed to provide an exemplary environment and experiences which contribute to an improved quality of life for the student. The program offers basic instruction in adult and lifetime physical fitness, healthful living, physical activities and recreational sports which are of immediate and lasting value. Each cadet is required to complete RPED 250, Contemporary Health Foundations, and RPED 251, Foundations of Fitness and Exercise, as well as two different activity courses.

**Residential:** Students pursuing a cadet degree must reside in the Corps of Cadets for at least four full semesters.

**Ordering and Receiving a Class Ring**

While any rising senior cadet may in the spring of the junior year be measured for and order a class ring, to be eligible to receive a class ring, a cadet must meet these two conditions: (1) have an academic classification of 1A and (2) have a cumulative GPA of at least 2.000. To participate in the Ring Ceremony, the cadet must (3) have passed the Corps Physical Fitness Test and (4) have met the height/weight requirement as outlined in Chapter 5 of the *White Book*. Cadets who have met requirements to receive the ring but have not met requirements to participate in the Ring Ceremony may pick up their rings at the Holliday Alumni Center on the day after the formal Ring Ceremony. If a cadet fails to meet requirements to receive the ring with his/her class, the Alumni Association will normally hold the ring until the end of the following spring semester. If the cadet has not met requirements to receive the ring by that time, it will be returned to the manufacturer. The cadet may not order the ring again until all requirements to receive the ring have been met. The eligibility of cadets who failed to meet ring eligibility in October of their senior year will be checked again in January. The rings of cadets who have not yet received their rings but will receive their diplomas in May or will be eligible to participate in the commencement ceremony will be cleared to receive their rings before commencement. No other cadets will be cleared to receive their rings until after commencement.

These are minimum requirements and will not be waived. Students should see the Registrar to confirm eligibility.
Requirements for Participation in Commencement Exercises

Students who have not completed all degree requirements may participate in the May Commencement if the following conditions are met:

1. All Grade-Point Average requirements have been met. That is, the cumulative and major Grade-Point Averages must be at least 2.000. For Education majors and Physical Education (Teaching Track) majors, the cumulative and professional education Grade-Point Averages must be at least 2.500.
2. The student must be no more than 15 credit hours short of meeting degree requirements.
3. The student must be cleared by the Office of the Treasurer.
4. The cadet must have completed all tours and confinements, must have passed the Corps Physical Fitness Test, and must have met height/weight requirements as presented in Chapter 5 of the White Book.
5. The cadet must have met all ROTC and RPED requirements.
6. The cadet must be eligible to complete degree requirements without returning to the Corps of Cadets since participation in commencement is the final act of a cadet.

Fine Arts Requirement

Freshmen and Sophomores are required to attend at least one approved Fine Arts performance each semester. The completion of this requirement will be verified before the academic classification of 2A (first semester, junior status) is approved.

ACADEMIC POLICIES FOR JUNIORS

1A Classification

The Academic Classification of 1A is awarded when a cadet meets requirements for hours earned, a number which varies according to your major. To find out exactly how many hours are required in your particular major for 1A classification, go to the Citadel’s home page, Click on Academics, then Registrar, then Click on Classification, then Click on year of entry.

These are minimum requirements and will not be waived.

Ordering and Receiving a Class Ring

While any rising senior cadet may in the spring of the junior year be measured for and order a class ring, to be eligible to receive a class ring, a cadet must meet these two conditions: (1) have an academic classification of 1A and (2) have a cumulative Grade Point Average of at least 2.000. If a cadet fails to meet requirements to receive the ring with his/her class, the Alumni Association will normally hold the ring until the beginning of the following spring semester. If the cadet has not met requirements to receive the ring by that time, it will be returned to the manufacturer. The cadet may not order the ring again until all requirements to receive the ring have been met.

These are minimum requirements and will not be waived.
Participation in Commencement

Cadets will receive their diplomas in the May Commencement if they have passed all courses required in their major course of study, have completed all RPED and ROTC requirements, have been cleared by the Office of the Commandant and the Office of the Treasurer, and have met the following GPA requirements.

1. Cumulative and major Grade Point Averages must be at least 2.000.
2. For Education majors and Physical Education (Teaching Track) majors, Cumulative and Professional Education/Major Grade Point Averages must be at least 2.500, and the cadet must have on file at The Citadel passing scores on the appropriate PRAXIS II and PLT Examinations.

Cadets who have not completed all graduation requirements may participate in the May Commencement if the following conditions are met:

1. All Grade Point Average requirements have been met. That is, the cumulative and major Grade Point Averages must be at least 2.000. For Education majors and Health and Physical Education Teaching Track majors, the Cumulative and Professional Education/Major Grade Point Averages must be at least 2.500.
2. No more than 15 credit hours remain to meet degree requirements.
3. All financial obligations have been met to the satisfaction of the Office of the Treasurer.
4. All punishments have been served or otherwise disposed of and physical fitness and height/weight requirements have been addressed to the satisfaction of the Commandant.
5. All ROTC, RPED, and leadership (LDRS 201, 211, 311, and 411) requirements have been met.

These are minimum requirements and will not be waived.

Day Students

Cadets who are Conduct and Physically Proficient, have completed eight semesters in the Corps of Cadets, have passed eight semesters of ROTC, and have met all RPED and LDRS requirements may request permission to transfer to Day Student Status at The Citadel to complete cadet degree requirements. While in this status, the former cadet will live off-campus, will abide by published dress and personal appearance codes, and will enroll as a civilian student in day classes with the Corps of Cadets or in evening classes through the Citadel Graduate College. While in this status, the student may transfer to The Citadel from another accredited institution no more than seven (7) credit hours to meet degree requirements. Once in Day Student status, requirements regarding marriage and dependent children are no longer in effect. However, a former cadet who marries or assumes childcare responsibilities for any minor child will not be permitted to participate in a cadet commencement.

These are minimum requirements and will not be waived.
1A CLASSIFICATION BY MAJOR

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<tr>
<td>PSYC</td>
<td>102</td>
<td>103</td>
<td>103</td>
<td>103</td>
</tr>
</tbody>
</table>
ACADEMIC POLICIES FOR RISING SENIORS

1A Classification
The Academic Classification of 1A is awarded when a cadet meets requirements for hours earned and Core Curriculum completed.
To find out how exactly how many hours are required in your particular major for 1A classification, go to The Citadel’s home page, Click on Registrar, Click on Classification, Click on year of entry.

These are minimum requirements and will not be waived.

Ordering and Receiving a Class Ring
While any rising senior cadet may in the spring of the junior year be measured for and order a class ring, to be eligible to receive a class ring, a cadet must meet these two conditions: (1) have an academic classification of 1A and (2) have a cumulative GPA of at least 2.000. If a cadet fails to meet requirements to receive the ring with his/her class, the Alumni Association will normally hold the ring until the beginning of the following spring semester. If the cadet has not met requirements to receive the ring by that time, it will be returned to the manufacturer. The cadet may not order the ring again until all requirements to receive the ring have been met.

These are minimum requirements and will not be waived.

Participation in Commencement
Cadets will receive their diplomas in the May Commencement if they have passed all courses required in their major course of study, have completed all RPED and ROTC requirements, have been cleared by the Office of the Commandant and the Office of the Treasurer, and have met the following GPR requirements.
3. Cumulative and major Grade-Point Averages must be at least 2.000.
4. For Education majors and Physical Education (Teaching Track) majors, Cumulative and Professional Education/Major Grade-Point Averages must be at least 2.500, and the cadet must have on file at The Citadel passing scores on the appropriate PRAXIS II and PLT Examinations.
Cadets who have not completed all graduation requirements may participate in the May Commencement if the following conditions are met:
6. All Grade-Point Average requirements have been met. That is, the cumulative and major Grade-Point Averages must be at least 2.000. For Education majors and Health and Physical Education Teaching Track majors, the Cumulative and Professional Education/Major Grade-Point Averages must be at least 2.500.
7. No more than 15 credit hours remain to meet degree requirements.
8. All financial obligations have been met to the satisfaction of the Office of the Treasurer.
9. All punishments have been served or otherwise disposed of and physical fitness and height/weight requirements have been addressed to the satisfaction of the Commandant.
10. All ROTC and RPED requirement have been met.
These are minimum requirements and will not be waived.

Day Students
Cadets who are Conduct and Physically Proficient, have completed eight semesters in the Corps of Cadets, have passed eight semesters of ROTC, and have met all RPED requirements may request permission to transfer to Day Student Status at The Citadel to complete cadet degree requirements. While in this status, the former cadet will live off-campus, will abide by published dress and personal appearance codes, and will enroll as a civilian student in day classes with the Corps of Cadets or in evening classes through the Citadel Graduate College. While in this status, the student may transfer to The Citadel from another accredited institution no more than seven (7) credit hours to meet degree requirements. Once in Day Student status, requirements regarding marriage and dependent children are no longer in effect. However, a former cadet who marries or assumes childcare responsibilities for any minor child will not be permitted to participate in a cadet commencement.

These are minimum requirements and will not be waived.

BOOK RENTAL 101

The bookstore is now offering book rental! You will be able to rent the books that are available for rent during book draw. Not every book is available for rent; some of you may not be able to rent any books.

- You MUST be 18 years of age or older.
- **You MUST have a credit/debit card with you during book draw to secure the rental.**
- You MUST have a valid email at the time of rental.
- You are permitted to write & highlight in the book as long as it is NOT excessive.
- The rental process at the register will be almost the same as regular checkout. You will be able to purchase and rent books on the same transaction. For your rental books the register will require your name, an email you check regularly, & a credit or debit card.

***PLEASE BE SURE TO KEEP YOUR RECEIPTS AND LEAVE YOUR BOOKS IN THE SHRINKWRAP (IF THEY CAME IN SHRINKWRAP) UNTIL YOU ARE SURE YOU ARE TAKING THAT CLASS.***
How to Connect your PC to the Internet in the Barracks:

1. Obtain an Ethernet cable from your Barracks guard shack or from your barrack’s IT support shop.

2. Plug one end of the cable into the back of your PC and the other end into the wall jack.

3. Turn your computer on and open Internet Explorer. Follow the on-screen instructions to get your computer connected to the internet.*

* If you experience any problems during the registration of your computer, please enter a Hotline (use the link at the bottom of any of the registration pages) or take it to your IT Barracks Support Shop.

Computer Support Shops in the Barracks:

<table>
<thead>
<tr>
<th>Barracks</th>
<th>Room</th>
<th>Phone #</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stevens Barracks</td>
<td>Bond 253*</td>
<td>843-953-3905</td>
<td>Matthew Parker</td>
</tr>
<tr>
<td>Murray Barracks</td>
<td>1261</td>
<td>843-608-1701</td>
<td>Dave Drake</td>
</tr>
<tr>
<td>PT Barracks</td>
<td>2238</td>
<td>843-864-1035</td>
<td>Matt Richardson</td>
</tr>
<tr>
<td>Law Barracks</td>
<td>3231</td>
<td>843-953-2162</td>
<td>James Markiewicz</td>
</tr>
<tr>
<td>Watts Barracks</td>
<td>5261</td>
<td>843-608-8416</td>
<td>Beau Quarles</td>
</tr>
</tbody>
</table>

* Each Barracks has its own ITS workshop and technician. Only Stevens Barracks PCs will be serviced in Bond Hall.

The Citadel's IT technical support team does its best to ensure that your computer is running optimally so you can get your school work and assignments completed. If you ever experience a problem with your computer feel free to bring it by one of our convenient computer support shops. By dropping your computer off in a computer support shop, you agree to comply with The Citadel's IT Student Computer Repair Policy. It is your responsibility to read and comprehend this policy before submitting your computer for repair.

Availability:

All technicians in the Barracks have a sign on their door; it reads green for AVAILABLE and red for UNAVAILABLE which cadets can see clear across the Barracks. They have their cell phone number / email address posted on their door in case you ever need to contact them about anything. If you are having problems getting help, please feel free to call or email a technician to schedule a personal appointment.

IT Officers:

1st BN: German, Douglas | 2nd BN: Foster, Steven | 3rd BN: Cooledge, Morgan | 4th BN: Hsu, Hao-Shen | 5th BN: Butler, Jarryd M.
Hotline: Enter a Support Request with ITS

To enter a support request with ITS, do the following:

- Log into the Lesesne Gateway portal at [http://lesesnegateway.citadel.edu](http://lesesnegateway.citadel.edu)
- Locate the "Information Technology Spotlight" channel on your Home tab (below).
- Click on the link "Enter a Hotline".

Help Center Information:
(843) 953-HELP, Bond Hall 253

Help & Call Center Hours of Operation:
- Monday - Thursday: 8:00 AM - 9:00 PM
- Friday: 8:00 AM - 5:00 PM
- Saturday: 9:00 AM - 5:00 PM
- Sunday: Closed