ACADEMIC TOPICS FOR COMPANY ADVISORS

I. Academic Affairs Web page http://www.citadel.edu/root/academicaffairs
   A. How to locate: Home Page, Academics, Academic Affairs
   B. Topics: central place for all academic information

II. Academic Calendar
   A. Breaks/Furloughs
   B. Exam Schedules

III. Academic Support Center (more information available at 3:00 pm or Saturday at 9:00 am)
   A. Subject-Area tutorials
   B. Supplemental Instruction

IV. Advising web page http://www.citadel.edu/root/advising
   A. Academic Officers
      Academic Officers promote academic excellence by mentoring and advising cadets in their company/battalion concerning academic performance at The Citadel and primarily supervise the academics of all freshmen. However, these officers also monitor and assist other cadets with academic challenges. 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 to maintain confidentiality.
   B. Academic Faculty Advisor: Each student is assigned a faculty advisor who provides counsel concerning course selections and options within particular courses of study. Though students are encouraged to visit their Faculty Advisors throughout the academic year, formal planning sessions are designated each semester during pre-registration and registration.
   C. Company Advisors
      Each cadet company is assigned a specially chosen member of the faculty or staff who works closely with the Company Tactical Officer and the cadet chain-of-command to ensure that academic and military requirements are compatible and that cadets are aware of academic resources and services available to them on campus.
   D. Tactical Officer: Each cadet company is assigned a staff member or an active duty officer who is currently serving one of the ROTC detachments at The Citadel. This officer provides counsel concerning matters of cadet lifestyle and regulations, provides leadership training in cadet company areas, and supervises drill periods.

V. Attendance
   A. Mandatory class attendance
   B. 20% rule
   C. Email notification
   D. 7-day period
   E. Maximum number of unexcused
      A. Warning is issued at 5 unexcused absences to student and parents
      B. More than 9 unexcused absences, student is discharged the FOLLOWING semester
VI. CIT 101
   A. One credit-hour semester course
   B. Four major parts: 1) permanent skills (goal setting, time management, for example), 2) enrichment skills (reading and thinking, for example), 3) note-taking skills, 4) test-taking skills

VII. Course load requirements
   A. A full-time student must be enrolled throughout each semester in coursework totaling at least 12 credit hours.
   B. A cadet must be a full-time student.
   C. 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.
   D. Such circumstances must be presented in writing to the Associate Provost for Academic Affairs.
   E. Students and their parents should be aware that carrying fewer than 12 credit hours may affect eligibility for financial aid.

VIII. Exams
   A. Final Examinations are required at the end of each semester.
      1. Examinations will be given at the assigned time.
      2. If a faculty member has more than one section of the same course, students may, with the permission of the faculty member and providing that there is no conflict, take the final examination with another section. That is the only way that a student may change an exam time!
      Since no scheduling conflicts are possible, make-up examinations should not be necessary.
      3. Please follow the following procedures regarding final exams:
         4. Any examination which is missed due to an emergency should be rescheduled after the regularly scheduled examination period but not during a Reading Period, during ESP, or on a Sunday.
         5. If rescheduling is not possible prior to the deadline for submission of final grades, the instructor should award the student an I.
         6. Conflicts resulting from a student’s travel arrangements do not constitute an emergency and do not justify a make-up examination.
         7. Any exception to these policies must be requested in writing by the student and concurred with by the Professor and the Associate Provost for Academic Affairs.
   B. Mid-Term Exams
      1. Mid-Term Exams are given mid-way through a semester always starting and ending on Tuesday.
      2. Students may access their mid-term grades in Banner Self-Service.

There are only two exam times: 8:00 a.m. and 1:00 p.m., and these periods are three hours long. Exams are given on Saturday, but not Sunday. For the Exam Schedules, please visit the Office of the Registrar at http://www.citadel.edu/registrar.
IX. Grades
   A. Mid-Term
   B. Final
   C. Withdrawals
      1. Must have three signatures: Instructor, Student, Academic Advisor
      2. Must turn completed form into Registrar
   D. Posting: Grades will post the Thursday after the end of exams.
   E. Receiving a "U" in English 101 means that a student has "unsatisfactory progress" and did not receive a minimum grade of "C" at the end of the semester to enroll in English 102. The student must re-take English 101.

Cadets choose their major before they arrive, and if they so desire, can change their major when they meet with their Faculty Academic Advisor. Cadets may change their major any time during their academic career but are encouraged to make these decisions quickly as some majors require specific courses that a cadet may not have taken, thus putting a cadet behind in his/her major.

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