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.*