



**THE  
CITADEL**  
THE MILITARY COLLEGE OF SOUTH CAROLINA

# Academic Advising Manual

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## Academic Advising Manual

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## **I. Academic Advising Mission Statement**

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.

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## **II. Goals and Responsibilities of Advisors and Students**

The Citadel's goals of academic advising have been developed in (need a space) accordance with the standards set forth by the National Academic Advising Association (NACADA).

### **Goal 1: To Help Students Better Understand Themselves**

Advising will help students both understand and accept themselves. With the help of an advisor, students should come to a better understanding of their values, goals, abilities, interests, and limitations.

### **Goal 2: To Help Students Clarify Their Goals**

Academic advising will help students define and develop realistic goals. Advisors, therefore, should teach students the process of goal-setting and career planning. To do this requires advisors to help students relate their interests, skills, abilities, and values to careers, occupations, and post-graduate studies. Incorporated into this mix should be an understanding of the nature, purpose, and relevance of higher education and its link to the professional world. Advisors, then, assist students in the clarification of both short- and long-term educational and career goals.

### **Goal 3: To Help Students Develop a Suitable Educational Plan**

All undergraduates in the Corps of Cadets must choose an academic major during the admission process prior to their freshman year. The Academic Advising Program is designed to enhance the student's experience through frequent reviews of their academic progress. Each student's educational plan should be consistent with their unique life and career goals, interests, and abilities. Further, it is important that students be well informed of the career opportunities related to their academic major. Advisors should be prepared to help students explore alternative courses of action, including but not limited to the identification of other academic and career alternatives if students are struggling in their current major of choice. When necessary, the advisor should encourage students to visit the Career Center when they require an in-depth

analysis of other courses of study and career options that are better suited to the student's interests and personality.

**Goal 4: To Help Students Select Appropriate Courses and Other Educational Experiences**

Academic advising will help students develop their course of study and assist them in achieving their academic goals. Advisors should assist students in choosing courses in accordance with the program requirements established by their academic department and published in the *College Catalog* of the student's year of admittance. Further, the advisor should help students make these course selections by taking into account their ability level and individual needs. Proper course selection should help students reach their educational objectives as efficiently as possible while maintaining the correct scheduling sequence. The choice of electives should also reflect the students' academic major, goals, and personal interests.

**Goal 5: To Help Students Interpret Institutional Requirements**

The advising process should not only provide students with appropriate information concerning institutional policies, procedures, and requirements but should also ensure that students understand them. For the advising process to be successful, it is essential that the advisor clearly and accurately communicate to the student any and all information regarding their degree program, institutional requirements, graduation requirements, and course offerings.

**Goal 6: To Help Students Increase Their Personal Awareness of Campus Resources**

The advising process encourages students to take responsibility for their personal academic experience. This includes awareness of the resources on campus that can be utilized to help students achieve their educational and career goals. Advisors should assist students in identifying and locating relevant on-campus resources that could potentially provide assistance concerning the student's individual needs and academic goals.

**Goal 7: To Help Students Progress toward Established Goals**

The advising process will assist students through evaluation of their progress towards specific goals. Advisors, therefore, should continually help students monitor and evaluate their academic progress as well as assist students in the assessment of their goals. If academic difficulty occurs, advisors should be prepared to assist students in analyzing the causes of such difficulties and in finding solutions that will improve their performance.

**Goal 8: To Help Students Develop Decision-Making Skills**

Successful advising will develop the student's ability to make good decisions that will enhance their undergraduate experience. Advisors assist students in the process of developing mature decision-making skills. Students should be encouraged to gather and evaluate information, consider their personal values and goals, and make decisions with a clear understanding of alternatives, limitations, and potential consequences. Students should be encouraged to accept

and recognize their personal responsibility for the choices they make. The ultimate responsibility for making decisions concerning life goals and educational plans rests with the students, and they must be encouraged to accept this responsibility with intelligence, honor, and integrity. The advisor serves students by reminding them of their personal responsibilities, while helping students identify and evaluate alternative options and the consequences of specific decisions.

**Goal 9: To Help Students in the Reinforcement of Personal Self-Direction**

The advising process exists to help students grow. Students should grow in self-awareness of the relationship between education and life; students should grow in their ability to set goals and establish plans to achieve those goals; and students should grow in their awareness of their lives beyond their years at The Citadel. Advisors should focus on students' active awareness of life extending past their college years. Advisors should focus on students' active awareness of and participation in their own development. Advisors should provide caring encouragement and support to students throughout this growth process.

**Goal 10: To Help Students by Making Referrals to Other Institutional and Community Support Services, When Appropriate**

Our ultimate responsibility is to safeguard the well-being of our students. Therefore, the advising process must integrate all on-campus resources to meet the students' unique personal and educational needs and goals. To ensure that students are familiar with and make effective use of these resources, advisors should closely observe their students and identify special needs where they may exist, matching the student with the appropriate resources. Such appropriate referrals by advisors help to ensure that our students' needs are met in a timely and effective manner.

**III. Characteristics of Good Advising**

1. Demonstrates concern for each advisee. Advisors should develop a relationship with the advisee that is both non-judgmental and non-threatening.
2. Keeps advising hours. Advisors should post and keep office hours and should be available to advisees throughout the Citadel's academic year, in addition to class registration periods.
3. Is a good listener. Quality listening will allow the advisor to gain greater insights into students' problems and strengthen the advisor-advisee relationship.
4. Is realistic. Advisors should be aware of the advisees' goals and self-expectations and review students' records and their past and present performance to make suggestions for career adjustments.

5. Makes referrals. Advisors should have good referral skills, extensive knowledge of campus resources, and be aware of the diversity of students.
6. Provides detailed information. The advisor should assist students in understanding the Citadel's programs, policies and procedures and should acquaint advisees with the *College Catalog*, the registration process, etc.
7. Celebrates success. The advisor should always motivate students. Students deserve encouragement for their achievements.
8. Remains current. The advisor should remain current with the Citadel policies and procedures, federal regulations, and techniques to improve the advisement process. The advisor should also advise from a teaching prospective to promote independent thinking and assist in leadership development.

#### **IV. Schedule Planning Advisement**

One of the most frequent reasons for students to make an advising appointment is to plan their schedule of classes for the next term. The advisor should keep the following in mind when making recommendations for courses and schedules.

1. Students previous records: Academic Transcripts and Degree Evaluation
2. Recommended course level: Generally speaking, freshmen should take 100 - level courses, sophomores 200 - level, juniors 300 - level, and seniors 400 - level. It is not recommended that freshman students take 300 - 400 level courses.
3. Course prerequisites: Courses should not be recommended if students have not taken the prerequisites. Advisors should encourage students to take courses in anticipation of meeting prerequisite needs for future semesters.
4. Drop/Add process: Advisors should emphasize deadlines for making schedule changes and the possible consequences of dropping classes (refer students to check with Financial Aid before dropping classes to avoid the loss of Financial Aid).
5. Timing registration: Advisors should encourage students to register as early as possible. Early registration increases the chances that students will be able to register for the courses they want at the time they prefer.
6. Program requirements: Advisors should make sure students understand whether the courses they have selected do or do not meet degree requirements. Students and advisors should review progress toward graduation when courses are selected for each registration period.
7. Alternate Schedule: Advisors should encourage students to have alternative courses and course times. Students need to have options in case some courses are closed.

8. General Content of Courses: Advisors must be familiar with all general education courses and major requirements in the program, so they can answer questions most commonly raised by students.
9. Course Sequences: Advisors should encourage students to take math and other sequential courses in consecutive semesters. Students should be strongly advised that if they fail the first course in a sequence, it should be repeated and passed before the second course is attempted.
10. Student Goals: Advisors should determine students' goals before recommending a schedule. Is the student considering changing majors? If so, consider whether the recommended courses will meet requirements for the new major.

## **V. Effective Characteristics of the Advising Session**

Prior to Scheduling the Advising Session:

1. Post and keep regularly scheduled office hours.
2. Increase office hours during peak registration periods.
3. Understand how to use Banner.
4. Know other advisors and their areas of responsibility.
5. Review current policies and study new policy or procedural changes (changing courses, withdrawal procedures, etc.).
6. Become familiar with course content.
7. Become familiar with resources on campus for possible referrals.

Before an Advising Session:

1. Review the student's Degree Evaluation and keep the *College Catalog* on-hand.
2. Check the student's grade point average and suggest possible strategies to improve the student's GPA.

During/After the Advising Session

1. Establish rapport by asking questions that reflect genuine interest in the student.  
Examples:  
Tell me about...activities, interests, concerns.  
What are your study habits?  
What are your goals for next semester?
4. Follow through on any commitments made to students.
5. Maintain contact with advisees, particularly those having academic difficulty.

## **VI. Banner: Directions to View Transcripts and Degree Evaluation**

Step 1:

Log on to Lesesne Gateway at <https://lesesnegateway.citadel.edu/cp/home/displaylogin>

Step 2:

Click on the *Faculty Tab*.

Step 3:

Click on *Faculty Services* Menu on right side of page.

Step 4:

Click on *Advising Menu*.

Step 5:

Enter student's ID number or name.

Select student name and menu option (Transcripts or Degree evaluation)

## VII. Academic Policies

### A. Catalog of Record

The *College Catalog* bearing the number of the academic year in which cadets enter The Citadel will be their catalog of record for matters of academic policy. When a cadet is readmitted after an absence of at least three academic semesters (summer sessions will not be considered as semesters for this purpose), the *College Catalog* bearing the number of the academic year in which the student is readmitted will be the catalog of record for matters of academic policy and graduation requirements. The student's catalog of record is located at [www.citadel.edu/root/college-catalogs](http://www.citadel.edu/root/college-catalogs)

### B. Grades

#### 1. Course Grades

End-of- semester and mid-term grade reports are available electronically through BANNER Self-Service. Only letter grades are given to evaluate a student's progress. The following definitions of letter grades are applicable:

**A Superior**

**B Very Good**

**C Satisfactory; Acceptable**

**D Marginal; Passing**

**F Unsatisfactory**

**P** Grade assigned in pass/fail courses that do not carry credit hours to designate passing performance.

**S** Grade assigned in pass/fail courses that carry credit hours to designate that a grade of "A," "B," or "C" has been earned and credit has been awarded.

**U** Grade assigned in pass/fail courses and in ENGL 101 to designate that a grade of D or F has been earned and no credit has been awarded.

**I Incomplete** is awarded when course requirements have been very nearly met but for authorized reasons (illness, injury, family emergency, etc.) cannot be completed during the current semester. To be eligible for the grade of "I," students must be passing at the time they are forced to terminate their participation in the course. Students who are not passing at the time they are



forced to terminate their participation will receive the grade of “F” in the course. The grade of “I” must be removed within the first thirty class days of the next full semester, or the “I” becomes an “F.” The summer session will not be considered a semester in this case. Under extenuating circumstances, an extension may be awarded by the Associate Provost for Academic Affairs with the recommendation of the instructor. The removal of the Incomplete is the responsibility of the student. Students may not enroll in a course in which they currently have an “I.” A student is not eligible for Dean’s List or Gold Star awards until Incompletes are removed.

**IP** Grade assigned for courses in which requirements are not expected to be met in one academic term. The grade of “IP” must be removed in the next full semester, or the “IP” becomes an “F.” The summer session will not be considered a semester in this case. Under extenuating circumstances, an extension may be awarded by the Associate Provost for Academic Affairs with the recommendation of the instructor. The removal of the “IP” is the responsibility of the student. Students may not enroll in a course in which they currently have an “IP.”

*Should a student fail to complete a semester or summer session for any reason, the grade in each course in which the student is then enrolled shall be “F,” “I,” or “W” as determined by the individual faculty member in consultation with the Associate Provost for Academic Affairs.*

No numerical symbol, bracket, or percentage is assigned for any grade. Arbitrary distribution of grades according to some formula or curve does not follow college policy. Every effort is made to obtain consistent grading standards within each department.

## 2. Calculating Grade-Point Average

### Grade-Point Average Computation

For purposes of ascertaining a grade-point average, grades are weighted as follows:

Grade Quality Points per Semester Hour Remove hyphen

A.....	4
B.....	3
C.....	2
D.....	1
F, I, IP, W, P, and S, U.....	0

The grade-point average for any semester is determined by dividing the total number of quality points earned by the total number of hours for which grades of “A,” “B,” “C,” “D,” or “F” were received.

The cumulative grade-point average on which graduation, academic probation and academic discharge are based is determined by dividing the number of quality points earned at The Citadel by the number of quality hours attempted at The Citadel. For this purpose, the number of quality hours includes all credit hours attempted at The Citadel for which grades of “A,” “B,” “C,” “D,” or “F” were received. The number of quality points earned includes all quality points associated with quality hours earned at The Citadel. The Citadel does not recognize plus or minus grades in undergraduate courses.

3. Pass-Fail

Juniors and seniors with cumulative grade-point averages of 2.00 or higher may take elective courses on a Pass-Fail option. Normally, no more than one course may be taken under this option each semester, and no more than four courses taken under this option may be used to meet graduation requirements. Students may not change their decision to take a course on the Pass-Fail basis after the first two weeks of the term. Courses taken Pass-Fail carry graduation credit, but no quality points are awarded. Such courses are not included in GPA computations except in determining the First and Second Honor Graduates of the graduating cadet class. Instructors report grades as usual, “A” through “F.” The Registrar’s Office translates an “A,” “B,” or “C” as an “S” (meaning “satisfactory, credit awarded”). Grades of “D” or “F” are translated as “U” (meaning “unsatisfactory, no credit awarded”). Cadets who are taking a course under the Pass-Fail option and who wish to be considered for Dean’s List or Gold Star honors must satisfactorily complete the Pass-Fail course and must earn the appropriate GPA on 12 or more semester hours in addition to the Pass-Fail course. In determining the GPA for the position of first and second honor graduates, courses taken under the Pass-Fail option will be included. Students desiring to take a course on the Pass-Fail option should contact the Registrar’s Office, or fill out the following form: [“Pass/Fail Option Form”](#).

4. Audit Status

Any student who is eligible to enroll in a particular course may, with the approval of the instructor and the Registrar, audit the course for no credit. There will be no additional charge if the student is enrolled for credit in courses totaling 12 or more hours. For students taking fewer than 12 credit hours, registration fees and 100 percent of the tuition for the course will be assessed. The student may not change the decision to take the course on the audit basis rather than for credit after the first two weeks of the term. Grades will not be given for courses taking in audit status. The Audit Form can be found at the Registrar’s Office or [online through the Registrar’s Forms](#).

5. Change of Grade

After grades in a course have been submitted to the Registrar’s Office, a change of grade will be considered only in cases of instructor error. The change of grade must be made

within one month after the beginning of the next semester following the recording of the grade and must be approved by the head of the instructor's department/school and by the Associate Provost for Academic Affairs. A grade change may not be based on work submitted after final grades have been submitted.

#### 6. 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.

All grades from repeated courses are included in computing the student's grade-point average.

#### 7. How To Register

Student Registration Instructions

Step One:

Go to: [lesesnegateway.citadel.edu](http://lesesnegateway.citadel.edu). You will need your user-name and password. If you do not know your username or password, click on "Having Trouble Logging In?"

Step Two:

Select the *Student tab* on the upper portion of the screen.

Step Three:

Go to *Registration Tools* and select *Look-up Classes*.

Step Four:

Select the term and click *submit*. Example: Fall 2012

Step Five:

Select the subject area (example: Biology) and click *Course Search*.

Step Six:

Click on *View Sections* of the course you would like to register for. (Pay attention to the date and time of the course offering, as well as the number of spaces available.)

Step Seven:

Highlight the box to left of the course offering and select *Register*.

#### C. Credit for Courses Not Taken at The Citadel

1. Credit by Exam (IB, AP, CEEB, CLEB)

International Baccalaureate Program: The Citadel recognizes the International Baccalaureate (IB) and awards college credit for scores of 4 or higher on “higher level” examinations in the IB Program. The number of credits will be determined by the score obtained. A complete listing of course credits that may be earned through the IB Program may be acquired from the Registrar’s office.

CEEB Advanced Placement Program: The Citadel awards advanced placement credit to applicants who score 3 or higher on appropriate examinations. Applicants desiring Advanced Placement credits must have the official score report form sent directly to The Citadel from CEEB. A complete listing of the Citadel’s courses that may be completed through Advanced Placement credit may be obtained by contacting the Registrar’s Office.

College Level Equivalency Program: Through College Level Equivalency Program (CLEP) Subject Examinations, students are permitted to earn college course credits for knowledge they have gained in certain subject areas prior to beginning their college experience. Students are permitted to earn credits through CLEP only during their first year, including summer, at The Citadel. After the student has completed one year at The Citadel, no course credits may be earned through CLEP.

CLEPs credits may be earned under the following conditions:

- A. Since all CLEP examinations are not accepted by The Citadel, the student must obtain prior approval through the Office of the Registrar.
- B. The score earned must meet or exceed the current 2. The score earned must meet or exceed the current minimum scored recommended by CLEP for that subject area exam.
- C. The amount of credit will be determined by the scope of the material measured.
- D. Because of the laboratory experience is such an integral part of the Core Curriculum Science Requirement, credit for only the lecture portion of a science course may be earned through CLEP. The lab portions must be earned through a laboratory course.
- E. Because the basic skills of listening to and speaking a language are such critical components of the Core Language Experience, completing any portion of this requirement through CLEP must be approved by the head of the Department of Modern Languages, Literatures, and Cultures. A complete listing of courses for which credit may be awarded through CLEP is available in the Office of the Registrar. **A student may receive credit for no more than four courses through CLEP or any other “testing out program.”**

## 2. Transfer Credit

The appropriate deans or department heads have responsibility for considering all transfer courses. Normally, only courses taken at an accredited institution which are comparable in content and credit hours to specific courses offered by The Citadel and in which grades of “C” or better have been earned will be considered for transfer. However, the appropriate dean or department head may accept for transfer to meet General Elective

credit courses that are not offered by The Citadel but which are considered to be worthy of credit as electives and in which grades of “C” or higher have been earned. In those cases where a course has been taken in a department or school not represented at The Citadel, the dean of the school or head of the department in which the student is majoring will determine if the course in question may be accepted for General Elective credit. To ensure that courses taken away from The Citadel will be accepted for transfer, students must obtain written prior approval through the Office of the Registrar. Grades earned in courses transferred from another college will not be computed in the student’s grade-point average at The Citadel. Courses previously passed at The Citadel will not be accepted for transfer. All transcripts sent from another college to The Citadel become the property of The Citadel and cannot be issued to the student or a third party. Cadets who have resigned in lieu of a conduct discharge will be treated as if they have committed the offense with which they have been charged and have been given the most severe consequence available for that offense. Courses these cadets may take during the period of that consequence will not be considered for transfer back to The Citadel. Cadets who have been discharged for reasons other than academics or conduct may transfer back to The Citadel no more than four (4) pre-approved courses taken during that period of discharge.

All transfer credits are provisional. If a department/school determines within a reasonable period of time after classes begin that the student is not prepared to take a course for which the transferred course is a prerequisite, the allowance of credit is withdrawn, and the student must take the prerequisite course at The Citadel.

During the fall and spring semesters, a cadet may not take a course offered at another institution (classroom or online) or a course offered through The Citadel Graduate College. Please see the forms entitled [“Guidelines for Taking Courses at Another College”](#) and [“The Citadel Application to Take Courses at Another College”](#) on the Registrar’s website.

#### D. General Course Requirements

##### 1. Class Attendance

The cornerstone of undergraduate education is communication between the teacher and the learner, and at The Citadel, class attendance is mandatory. Students may, however, need to miss class for authorized reasons—athletic events, academic travel, special ceremonies, guard duties, etc. Illness and personal emergencies may also cause students to be absent for legitimate reasons. Should it be necessary to miss a class for any reason, the student will, unless circumstances preclude it, notify the professor in advance and will be responsible for any material missed. Tests and labs are critically important and are scheduled well in advance. It is, therefore, imperative that these are missed only due to circumstances beyond the control of the student and that the student must notify the instructor when missing a test or lab cannot be avoided.

Absences, whether excused or unexcused, in excess of 20% of the meetings of a particular course can, at the discretion of the professor, result in a grade of “F” in the course. When class attendance is used to adjust or determine a cadet’s grade, the faculty member’s class attendance record will provide the official attendance record. Faculty members may correct submitted class absence data for 6 working days after the day the class meets by sending this information to the Associate Provost for Academic Affairs. However, the Associate Provost for Academic Affairs will accept no late class absence submissions from the faculty after the last day of classes each semester.

As soon as a determination has been made that a grade of “F” for excessive absences is warranted, the instructor will notify the Associate Provost for Academic Affairs, and the student will be assigned an “F.” If, as a result of this action, the total hours carried by a full-time student drops below 12 credit hours, the student is subject to immediate discharge from the College unless there are extenuating circumstances. Such circumstances must be presented in writing to the Associate Provost for Academic Affairs. 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. After 10 unexcused absences in any semester, 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.

## 2. Final Examinations

Examinations are required at the end of each semester. Examinations will be given at the assigned time. 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.

Since no scheduling conflicts are possible, make-up examinations should not be necessary. 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. If rescheduling is not possible prior to the deadline for submission of final grades, the instructor should award the student an “I.” Conflicts resulting from a student’s travel arrangements do not constitute an emergency and do not justify a make-up examination. Any exception to these policies must be requested in writing by the student and concurred in by the instructor and the Associate Provost for Academic Affairs. The final examination schedule is published each semester on The Registrar’s webpage: <http://www.citadel.edu/root/registrar>

## E. Degree Requirements

### 1. Academic Requirements for Graduation:

A student must complete one of the major courses of study outlined in the *College 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 average 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 average and major course work grade-point average 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.

### 2. ROTC Requirements

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 class at a level lower than their academic class. For example, a

member of the senior class who wishes to change to another ROTC must enroll in a senior-level course in the new 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 who then decide 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 for Academic Affairs. A change in ROTC program does not reduce the number of semesters of ROTC required for graduation.

3. Citadel 101: First Year Seminar

ORTN 101 provides the academic and life skills to help students make a successful transition to the unique environment of The Citadel. Students will develop their academic skills (reading, listening, note taking, test taking, time management, research, computer competency, etc.) and will be introduced to campus facilities, resources, and support services. Some attention will also be given to lifestyle and relationship issues. A student must have the approval of the Associate Provost for Academic Affairs to withdraw from ORTN 101.

4. 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.

5. 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.



## 6. 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. A course overload request can be found at the following link: [“Request For Course Overload”](#).

## 7. Course Substitution

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 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.

## 8. Graduate Courses

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

## 9. Change of Academic Major

Students who wish to change their major should consult with their 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, or by clicking the following link: [“Change of Major Request”](#).

## 10. 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:

- A. Students must declare their intentions to the Registrar no later than the fall semester of the junior year.
- B. Both majors must be offered under the same baccalaureate degree.
- C. Students must complete all requirements for each major.
- D. Students, in addition to meeting a minimum overall grade point average, must achieve the minimum grade-point average requirements of each major.
- E. Requirements for both majors must be completed concurrently. Academic Policies a student who has met these requirements will have both majors indicated on the transcript. Contact the Registrar’s Office for information concerning a Double Major. To find a Double Major Request Form, click on the following link: [“Request for Double Major.”](#)

## 11. 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:

- A. The student must complete all requirements of each degree.
- B. The student is normally expected to complete requirements for the second degree while pursuing the initial undergraduate degree.

C. 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.

## 12. 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, at least 12 of which must be beyond Core Curriculum and courses specified for major or other minor requirements and at least 6 of which must be at the 300/400 level.

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

The student must earn a grade-point ratio of at least 2.000 on all course work completed in the minor. Requirements for the minor must be completed concurrently with requirements for the student's major. A student who meets all requirements for an approved minor will have both the major and minor indicated on the transcript.

Requirements for each minor are presented in the academic school/department sections of this catalog.

Other forms that might be relevant to the student, including a ["Class Audit Request."](#) or a ["Request to Increase Section Size"](#) can be found by following these links.

## F. Criteria for Continuance

### 1. General Guidelines

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 ratio 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 matriculation WILL NOT be used toward meeting the standard minimum 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. The column labeled “Total Hours” includes:

- A. All credits attempted for which a grade of *A, B, C, D, or F* was received at The Citadel.
- B. Course work transferred from other colleges.
- C. Courses taken “Pass-Fail” or in which the grade of “U” was earned.

<b>Total Hours (Quality Hours Plus Transfer and Pass/Fail Hours)</b>	<b>Grade-Point Average For Continuance or Probation</b>
0-39	1.300
40-69	1.500
70-99	1.700
100 & Above	1.900

*This table shows the minimum academic progress a student must make to continue at The Citadel 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 average will be computed to three decimal places.*

## 2. Academic Probation

A student is placed on academic probation for any semester when the cumulative grade-point average based on courses taken at The Citadel fails to meet the requirements for continuance without probation as outlined by the following table. A student will be removed from academic probation after the semester in which the cumulative grade-point average meets the requirements as set forth in the following table:

<b>Total Hours (Quality Hours Plus Transfer &amp; Pass/Fail Hours)</b>	<b>Grade-Point Average For Continuance Without Probation</b>
0-39	1.700
40-69	1.800
70-99	1.900
100 & Above	2.000

### 3. 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 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 averages for the various categories are as shown in the previous sections; however, the minimum GPA requirement 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 or 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 Citadel. If the number of unexcused absences reaches 10, the student will be permitted to complete the current semester, but will automatically be discharged from The Citadel 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.

#### 4. Readmission

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<sup>st</sup> and for the fall term is June 1<sup>st</sup>. 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 (see the updated Application for Readmission on the Registrar's website). These include the following:

A. Applicants for readmission must meet the U.S. Army standard height and weight and be physically qualified as determined by the college physician.

B. Applicants for readmission may not be married nor have childcare responsibilities 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 offence showing poor moral character.

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

#### 5. Second Academic Discharge

A student who fails for a second time to meet the 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 the second Academic Discharge.

#### 6. Conduct Discharge

Cadets who have been suspended or dismissed or who leave The Citadel 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.

## 7. Cadets Called to Active Duty

When a Cadet is 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 duty is likely, he/she notifies the Office of the Associate Provost for Academic Affairs and his/her Tactical Officer.

### A. Financial Policies

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 a grade of “W” in each course and is provided a full refund, less room and board used and One Card 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.

### B. Academic Policies

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 at grade of “W.” When the faculty member and student feel that requirements in a particular course can be completed through independent study, the grade of “I” is given until the course requirements are met. It at any time the faculty member and/or the student feel that completing the course independently is no longer a reasonable expectation, the student will be given a grade of “W” in that course.

## 8. Initial Acceptance and Withdrawals

New cadets are admitted to the Corps of Cadets only in the first semester of the school year but may commence their academic work in the preceding summer. However, courses taken before formal matriculation will not be counted towards the 24 credit hours required to be completed in the first academic year as a continuation requirement. Mid-year

transfers from the federal service academies will be considered on an individual basis. If a cadet finds it necessary to withdraw from The Citadel during the college year or does not wish to return to The Citadel in August following any college year, a written request for an honorable discharge must be sent to the Office of the Registrar.

#### 9. 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 as 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 in all academic majors as applies to students who entered in August, 2011 is provided below:

<b>MAJOR</b>	<b>4B</b>	<b>3A</b>	<b>3B</b>	<b>2A</b>	<b>2B</b>	<b>1A</b>	<b>1B</b>
BADM	9	25	45	64	83	101	119
BAAC	9	25	45	64	83	101	119
BIOL	10	27	46	64	83	101	119
BIOT	10	30	48	69	85	104	116
CHEM B.A.	9	25	41	59	77	93	111
CHEM B.S.	9	25	41	59	76	94	115
Biochem	7	21	40	58	77	94	113
CHMT	9	25	44	62	80	98	118
CIVL	11	30	50	69	91	110	129
CRMJ	9	25	46	66	84	101	119
CSCI	11	31	50	67	86	104	122
EDSS	9	28	46	63	81	98	116
ELEC	9	28	47	66	85	104	122
MLNG: FREN	9	25	46	66	84	101	119
MLNG: GER	9	25	46	66	84	101	119
MLNG: Ger Tch	9	25	46	66	84	101	119

MLNG: SPAN	9	25	46	66	84	101	119
MLNG: Sp Tch	9	25	46	66	84	101	119
HIST	8	23	44	64	83	101	119
MATH	10	30	48	66	85	103	121
PHED: Health	9	24	42	59	79	100	121
PHED: Sp. Mgt	9	28	45	61	83	104	122
PEHD: Teach	9	24	42	59	79	100	118
PHYS	12	30	50	69	89	107	124
PSAG	8	23	44	64	83	101	119
PSIP	8	23	44	64	83	101	119
PSLS	8	23	44	64	83	101	119

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 standard requirement for hours earned.

Academic classification is are 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 the eligibility to hold cadet rank.

#### 10. 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 Treasurer may apply for Day Student Status through the Office of the Registrar. Transfer of credit from other institutions is severely limited while on 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 enforced:



- A. Regulations pertaining to body piercing and tattoos are the same as those for the members of the Corps of Cadets.
- B. A broken uniform is unattractive anywhere, but it is especially unsuited for a military college campus or classroom. Portions of cadet uniforms are, therefore, not to be worn by non-cadets.
- C. 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.
- D. 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.
- E. Any student who is not in compliance with minimum standards for personal appearance will be required to leave campus until the discrepancies are corrected. Repeated offences may result in discharge from The Citadel.

#### G. Courses

##### 1. 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, <http://www.citadel.edu/root/academic-calendar>, for the exact dates.

##### 2. 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:

- a. Course Instructor
- b. Advisor
- c. Registrar

*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.*

After the Withdrawal date, cadets will receive the grade of *F* should they fail to complete the course or complete it unsuccessfully.

#### H. Graduation, Ring, and Commencement Requirements

##### 1. 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, HESS (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.

## 2. 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 coursework at The Citadel.

Students majoring in education or in the teaching track of HESS (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 average of 2.000 must be achieved in all coursework 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 average and major coursework grade-point average requirements and who are conduct proficient but who have not completed all course requirements for graduation may take not more than two (2) courses totaling seven (7) semester hours at another institution for transfer to The Citadel in order to complete degree requirements. Prior approval of these courses is mandatory.

### Fine Arts Requirement

Freshman and sophomore cadets are required to attend at least two approved Fine Arts performances each year. The completion of this requirement will be verified before the academic classification of 2A (first-semester, junior status) is approved.

### ROTC Requirement

A. ROTC coursework plays a major role in the Citadel's mission to educate and prepare graduates to become principled leaders in all walks of life.

B. ROTC coursework 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 Faculty Academic Advisor and the Associate Provost for Academic Affairs.

#### ROTC Procedures

A. 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 class at a level lower than their academic class. For example, a member of the senior class who wishes to change to another ROTC must enroll in a senior-level course in the new ROTC unless the head of the ROTC detachment authorizes the enrollment in a lower level course.

B. 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 coursework. 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.

A. 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.

B. 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, Faculty Academic Advisor and the Associate Provost for Academic Affairs. A change in ROTC program does not reduce the number of semesters of ROTC required for graduation.

#### Physical Education

A. 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, as well as physical activities and recreational sports which are of immediate and lasting value.

B. 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.

Leadership Requirement: Required Leadership Coursework

All freshmen must have completed: CIT 101, First Year Seminar

All sophomores must have completed: LDRS 201, Sophomore Seminar in Principled Leadership AND LDRS 211, Service Learning

All juniors must have completed: LDRS 311, Junior Ethics Enrichment Experience (JEEE)

All seniors must have completed: LDRS 411: Senior Leadership Integration Seminar (SLIS)

3. 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 conditions:

- A. Have an academic classification of 1A
- B. Have a cumulative GPA of at least 2.000.

4. Ring Ceremony Participation

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 first business 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.

5. 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:

- a. 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.
- b. The student must be no more than 15 credit hours short of meeting degree requirements.
- c. The student must be cleared by the Office of the Treasurer.
- d. 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*.
- e. The cadet must have met all ROTC and RPED requirements.
- f. 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.

## I. Special Programs

### 1. Study Abroad

Citadel students have the opportunity to study abroad on a variety of programs, including summer, short-term, and semester-long programs in countries across the globe. To be eligible students must have a minimum cumulative grade point average of 2.5 for semester, 2.0 for summer programs and be granted approval by the MSSIS Office. Citadel students can participate in summer programs sponsored by The Citadel and directed by its faculty. The locations and dates of Citadel summer programs vary each year, so be sure to check with the MSSIS Office for updated program lists and information. Students may also participate in semester or summer programs offered through independent programs in countries all over the world. These programs offer students a diverse curriculum from which to choose as well as personal and academic support while they are abroad. Independent programs are fully accredited programs offered through study abroad companies or other universities. For more information and to find required Study Abroad Forms, please visit our website at, <http://www.citadel.edu/root/mss-study-abroad> .

LTC Robert Pickering  
Director, Office of Multicultural Student Services & International Studies:  
Thompson Hall Room 136  
[843.953.5096](tel:843.953.5096)  
Ashley Chrans  
Office of Multicultural Student Services & International Studies

Thompson Hall 135

[843.953.1821](tel:843.953.1821)

2. Honors Program

The Citadel Honors Program provides exceptional learning experiences for outstanding students whose past records indicate that they can take full advantage of the personal student-teacher relationships which the tutorial-based honors curricula will provide.

Interested students must apply separately for admission to the Honors Program, in addition to applying for admission to the college. The Honors Director will evaluate all applications and offer acceptances based upon the student's standardized test scores, class rank, extracurricular activities, and intellectual and academic promise.

Students with outstanding grades after their first semester at The Citadel may apply for admission to the Honors Program. For more information, please visit,

<http://www.citadel.edu/root/honors>

Dr. Jack R. Rhodes, Director, the Honors Program

J. Support Services and Resources

1. 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.

2. Cadet 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.

3. 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 (primarily the Company Academic Officer) to ensure that academic and military requirements are compatible and that cadets are aware of academic resources and services available to them on the campus.

4. 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

## 5. Daniel Library

### A. Contact Information

Administration: 843-953-7691

Circulation: 843-953-6845

Interlibrary Loan: 843-953-2570

Reference: 843-953-2569

Archives and Museum: 843-953-6846

### B. Library Resources and Services:

The Citadel has developed resources, services, programs and staff to support the educational and research needs of affiliated faculty, staff and students. As a congressionally-designated selective depository for government documents, public access to government documents is guaranteed by law.

Start and complete assignments in their instruction lab or information commons area, with the expert assistance of their reference/instruction librarians; read current newspapers and popular magazines; check out books and DVDs; meet friends and colleagues for coffee and a bite to eat in Java City; learn more about the history of the college in the third-floor Museum; or just relax and reflect in the many comfortable seating areas.

## 6. Academic Support Center Information and Services

The Academic Support Center is here to assist students in making their experience at The Citadel successful and coordinates a variety of services for all students, both undergraduate and graduate. Faculty, staff, and students are encouraged to explore their website at <http://www.citadel.edu/root/asc>.

Located in 117 Thompson Hall, the Academic Support Center was selected as the winner of the 2011 Frank L. Christ Outstanding Learning Center Award from the National College Learning Center Association (NCLCA). All tutors and Supplemental Instruction (SI) leaders are required to go through a minimum of ten hours of training per semester until they reach Master/Level 3 certification.

### *L.E.A.D. Program*

Learning Enhancement and Academic Development (L.E.A.D.) sessions consist of one-on-one or small-group appointments that concentrate on the specific needs of each cadet. For more information, contact Dr. Jane Warner at [jane.warner@citadel.edu](mailto:jane.warner@citadel.edu).

### *Mandatory Study Program*

Mandatory Study Program is designed for all freshmen with a cumulative GPA of 1.9 or below and/or fewer than twelve credit hours. It is also for sophomores returning from academic discharge. Students attend a mandatory one-on-one, forty-five minute appointment each week. Tutors focus on basic learning skills such as note taking, textbook

reading, test taking, time management, stress management, and organization. Students are also required to attend two hour, twice-weekly study halls. Students are encouraged to attend Subject Area Tutoring sessions, Supplemental Instruction sessions, and Writing Lab sessions as needed.

### *Math Lab*

The Math Lab is open five afternoons a week for small-group tutoring and five evenings a week for spot-/large-group tutoring. Tutors are available on a drop-in basis to answer questions concerning Algebra, Functions, Trigonometry, Finite Mathematics, Calculus, and Calculus II. For more information, contact Jeff Ragan at [jeff.ragan@citadel.edu](mailto:jeff.ragan@citadel.edu).

### *Online Writing Lab*

In order to accommodate graduate students who are unable to come to campus for face-to-face writing appointments, the Academic Support Center offers the Online Writing Lab (OWL). An OWL appointment follows the same policies and guidelines as a regular appointment. At no time does a tutor have "editing access" to a student's paper; tutors are only able to view the document and discuss aspects of it via the chat or audio features. Any person may submit a short, grammar-related question [owl@listserve.citadel.edu](mailto:owl@listserve.citadel.edu) and receive an answer within one hour (during business hours). Or questions may be submitted via Twitter.

### *Subject-Area Tutoring*

Pending the availability of tutors, content-specific consultations are available in the following subject areas: accounting, biology, business, chemistry, Chinese, engineering, French, German, history, math, physics, political science, psychology, and Spanish. For more information, please visit <http://www.citadel.edu/root/asc>.

### *Supplemental Instruction (SI)*

Supplemental Instruction (SI) is a learning enhancement program designed to organize and improve the ways in which students prepare for class. The SI leader attends the course to keep up with the content as well as to model effective student practices and attitude (note-taking, alertness, etc.). The SI leader schedules regular, twice-weekly review sessions at convenient times for the class (generally during Evening Study Period). The SI leader also holds regular office hours to help students in a one-on-one or smaller group environment. For more information, please contact Doug Yates at [dyates2@citadel.edu](mailto:dyates2@citadel.edu)

### *Writing Lab*

One-on-one, forty-five minute sessions are available for undergraduate students on an appointment or walk-in basis. For non-standard dialect speakers and ESL students, a hybrid



of the facilitative and directive approach is used. For more information, please contact Doug Yates at [dyates2@citadel.edu](mailto:dyates2@citadel.edu).

#### 7. Services for Students with Disabilities

Students with disabilities should contact Dr. Jane Warner, Director of the Academic Support Center, at [jane.warner@citadel.edu](mailto:jane.warner@citadel.edu). Students need to provide appropriate documentation in order to receive academic accommodations. Additional information for all Center programs and services may be found on The Center's website: [www.citadel.edu/academicsupportcenter](http://www.citadel.edu/academicsupportcenter)

#### 8. Pre-Professional Advisory Services

Pre-professional advisory services provide counseling and guidance to all who have an interest in attending law or health professional school after graduation. Cadets interested in a law career should seek advice early in their college career from the pre-law advisor. Those interested in medicine and related fields should seek early advice from the pre-health professions advisor.

Pre-law Advisor: MAJ Scott Lucas, Capers Hall, Room 119B, 953-5133; Pre-health professions Advisor: MAJ John Weinstein, Duckett Hall, Room 318, 953- 7077, [glasp@citadel.edu](mailto:glasp@citadel.edu). or call 943-953-5103.

#### 9. Oral Communications Lab

It is the mission of the Oral Communications Lab to help cadets, CGC students, faculty and staff develop their public speaking and presentation skills in a way that fits their natural style. Someone from the lab can offer a short class on effective speeches and PowerPoint presentations. To contact this service, please visit, [www.citadel.edu/root/ocl](http://www.citadel.edu/root/ocl)

#### 10. Multicultural Student Services and International Studies

Located in 136 Thompson Hall, the Office of Multicultural Student Services & International Studies is an integral part of the Citadel community. The Office of Multi-cultural Student Services and International Studies (MSSIS) provides advocacy, mentorship and support for students from historically underrepresented populations, including International Students.

Director of MSSIS: LTC Robert Pickering, 843.953.5096

CSI Coordinator: Ashley Chrans, 843.953.1821

MSSIS Administrative Assistant: Lauren Smalls, 843.953.7464

For general inquiries Please Email Us at [mssis@citadel.edu](mailto:mssis@citadel.edu)

This office plans and implements educational programs to promote awareness and provide opportunities for cross-cultural interaction and exchange, including study abroad and is responsible for the administration and implementation of The Citadel Success Institute (CSI), a program designed to introduce participants to college academics, assist them in preparing for the physical requirements of the Corps of Cadets.

## 11. Counseling Center

Currently enrolled Citadel undergraduate and graduate students are eligible for counseling services at the Citadel Counseling Center. Students may schedule a first-time intake appointment Monday through Friday from 8:00 A.M. to 5:00 P.M. by calling their office at 953-6799 or visiting their office at 203 Richardson Avenue. Subsequent appointments may be scheduled at the conclusion of each appointment, or by telephone.

Individual counseling sessions are 50 minutes in length. If services are not available to meet the student's particular needs, an appropriate referral will be provided.. Whenever there is any doubt about whether or not a student could benefit from seeking assistance at the Counseling Center, please call and they will be glad to answer questions.

## 12. Ombudsperson

The Citadel's ombudsperson is a neutral party who helps Citadel cadets, CGC students, parents of cadets and students, faculty, and staff resolve disputes and concerns-informally and confidentially. When possible, the ombudsperson will work to settle grievances and seek solutions to problems outside the college's formal problem resolution systems.

This office handles the following issues:

- Workplace concerns and mistreatment
- Learning environment mistreatment
- Sexual harassment, peer harassment
- Hazing, fourth-class system violations
- Discrimination
- Informal Advice
- Informational Items

Lt. Col. Robert Pickering and Major Elizabeth Connor are the Citadel's ombudspersons, and they can be reached 24 hours a day, 7 days a week as listed below:

LTC Robert Pickering, 135 Thompson Hall

[robert.pickering@citadel.edu](mailto:robert.pickering@citadel.edu) (W) 953-5096; (C) 843-437-9645; (H) 843-552-6771

MAJ Elizabeth Connor, 206 Daniel Library

[elizabeth.connor@citadel.edu](mailto:elizabeth.connor@citadel.edu) (W) 843-953-7469; (C) 843-469-7492; (H) 843-364-9868

## 13. Pastoral Counseling

Pastoral counseling is an important component in the overall design of The Citadel's advisory program. The Chaplain to the Corps of Cadets and the campus pastors are available to establish with students an ongoing pastoral relationship that includes dealing with life problems in the context of religious values. Those seeking specific faith-group/denominational services will be referred to the Chaplain's Office:

Pastoral Care, Summerall Chapel

Chaplain (LTC) Joel C. Harris, USA, Ret.

#### 14. Scholarships and Financial Aid

##### A. SC HOPE Scholarship

The SC HOPE Scholarship is available to eligible first-time first-year students with a 3.0 final high school grade point average who do not qualify for the SC LIFE or SC Palmetto Fellows Scholarships. Recipients must be South Carolina residents and must have graduated from a South Carolina high school or graduated from a high school outside of South Carolina while a dependent of a parent or legal guardian who is a legal resident. Students may not receive the HOPE Scholarship for more than two semesters. All recipients are required to complete a certification statement that is provided by The Citadel prior to the disbursement of funds. The current annual value of the SC HOPE Scholarship at The Citadel is \$2800. Complete regulations are available through the SC Commission on Higher Education.

##### B. SC LIFE Scholarship

The Legislative Incentive for Future Excellence (LIFE) Scholarship is available to students for up to eight semesters at the Citadel. Recipients must be South Carolina residents and must have graduated from a South Carolina high school or graduated from a high school outside of South Carolina while a dependent of a parent or legal guardian who is a legal resident. All recipients are required to complete a certification statement that is provided by The Citadel prior to the disbursement of funds. The current annual value of the SC LIFE Scholarship at The Citadel is \$5000.

A student must earn a minimum cumulative 3.0 "LIFE GPA" based upon grades earned at all institutions, including grades earned at The Citadel, at other institutions, and while dually enrolled during high school. Eligible credit hours and grades that do not transfer based upon The Citadel's policies must also be included. Students are responsible for submitting official transcripts from all eligible institutions attended to calculate the new LIFE GPA and annual credit hour requirement. Courses classified as a remedial/developmental, non-degree credit courses for an associate degree or higher, or continuing education courses will not be utilized to calculate a student's LIFE GPA. Please note that this "LIFE GPA" will be used to determine a student's eligibility for the LIFE Scholarship only. It will have no impact upon a student's standing at The Citadel. Each student's LIFE GPA is available through a secure link on PAWS.

Complete regulations are available through the SC Commission on Higher Education. Beginning with the 2007-2008 school year, some students receiving the LIFE Scholarship are eligible for a scholarship enhancement. These enhanced awards are made available to students who are in their sophomore, junior, or senior year and currently receiving the base LIFE scholarship.

The following majors are eligible for the enhancement at The Citadel: computer science, civil and electrical engineering, biology, mathematics, chemistry, and physics. Additionally, students must have completed at least 14 credit hours of math and/or

science courses by the end of their freshman year. (This 14-credit-hour requirement is waived for students who have completed their first year of enrollment prior to fall 2007.) A list of eligible courses is available on the Commission's website. Other credits that count include AP courses with a score of three or higher, dual enrollment courses, IB courses, exempted credit hours, CLEP, and Pass/Fail courses with a grade of Pass only. Students eligible for the LIFE enhancement will receive up to \$7,500 per year.

#### C. SC Palmetto Fellows Scholarships

This program is administered by the SC Commission on Higher Education, who distributes information regarding the application process to all South Carolina high schools. High school officials identify eligible students who meet the qualifications by the established deadlines and report them to CHE. All recipients are required to complete a certification statement that is provided by The Citadel prior to the disbursement of funds. Complete regulations are available through the SC Commission on Higher Educations.

Beginning with the 2007-2008 school year, some students receiving the Palmetto Fellows Scholarship are eligible for a scholarship enhancement. These enhanced awards are made available to students who are in their sophomore, junior, or senior year and currently receiving the base Palmetto Fellows scholarship.

The following majors are eligible for the enhancement at The Citadel: computer science, civil and electrical engineering, biology, mathematics, chemistry, and physics. Additionally, students must have completed at least 14 credit hours of math and/or science courses by the end of their freshman year. (This 14-credit-hour requirement is waived for students who had completed their first year of enrollment prior to fall 2007.) A list of eligible courses is available on the Commission's website. Other credits that count include AP courses with a score of three or higher, dual enrollment courses, IB courses, exempted credit hours, CLEP, and Pass/Fail courses with a grade of Pass only.

The current value of the SC Palmetto Fellows Scholarship at The Citadel is \$6,700 for freshmen and \$7,500 for sophomores, juniors, and seniors.

Note: The SC HOPE, LIFE, and Palmetto Fellows Scholarships in combination with all other (Federal, state, institutional, and private) scholarships and grants may not exceed a student's cost of attendance as defined by Title IV Regulations. In some instances, a student's actual award may be reduced below the maximum value of the scholarship in order to resolve an over-award.

#### D. Full Scholarships

The Citadel annually awards a number of scholarships which cover the full catalog cost of attending The Citadel. These scholarships are available to candidates regardless of their gender, ethnic background, financial need, religious affiliation, major or area of study, or national origin.

Consideration is given to all qualified students who meet the individual terms of the scholarship and who have been academically accepted to The Citadel. These awards are available only to cadets attending The Citadel directly from high school.; however, transfer students are not eligible.

The awards generally cover four years of enrollment unless otherwise noted.

Renewal eligibility requires that the student maintain a minimum cumulative 3.0 grade point average (GPA) by the end of each spring semester unless otherwise stipulated.

1. The Joseph D. Aiken Scholarship

A scholarship fund specifically for cadet's from New England, with preference to residents of Rhode Island or Connecticut. This scholarship covers costs for the first three years of attendance. The scholarship is funded by a bequest from the late Mr. Joseph D. Aiken.

2. The Citadel Scholars Scholarship

Up to 18 awards annually, with twelve awards targeted to residents of South Carolina and six to residents of other states, this competitive program is designed to attract the College's most outstanding cadets. Winners are selected by The Citadel's Faculty Scholarship Committee based on academic achievement, leadership potential, a writing sample and a personal on-campus interview. Scholarship competitions are generally scheduled during December, January and February, with awards announced in early March. Several scholarships have been endowed by private donations in memory of Edwin P. Latimer, E. Leigh Winslow, Leon R. Masters, Horace L. Tilghman (2), The Citadel Class of 1939 (4), The Citadel Class of 1944, The Citadel Class of 1980, David Thompson (2), Robert Jones Class of '39.

3. The McCormick Scholarship

Established in 1995, this scholarship is awarded to a cadet graduating from a Fairfield County, South Carolina high school. The recipient must maintain a 2.0 GPA after the first year, and a 2.5 GPA, thereafter.

4. The O. Ray Moore Scholarship

This endowment provides scholarships for up to three in-state and five out-of-state cadets. Funds are made available through a bequest to Citadel Development Foundation by the late O. Ray Moore, Class of 1922.

5. The Star of the West Scholarship

Considered by The Citadel as its most prestigious scholarship, in addition to covering full catalog costs, the cadet receives a cash stipend for attaining the Dean's List. The Star of the West Association, responsible for selecting the undergraduate winner, may also award a scholarship to cover four years of graduate study. Scholarship winners are well rounded, demonstrate outstanding leadership abilities in academics as well as

extra-curricular activities. The scholarship was first awarded in 1952, through a private trust fund established by the late William J. Wannamaker, Jr. and is awarded annually by the Board of Trustees of The Star of The West Association. Candidates should contact the Financial Aid Office for an application.

6. The W. Steve Weston, Jr., Class of 1938, Leadership Foundation Scholarship

This scholarship is awarded to a cadet with demonstrated academic excellence and outstanding leadership qualities. The fund was created from a generous gift from this graduate.

15. Financial Aid

All students can access their Financial Aid through Lesesne Gateway. The Information Technology website contains information about logging into Lesesne Gateway and creating or retrieving a password. The document, "How to Access Your Financial Aid Self-Service," explains how to access the Citadel's new portal. To be eligible for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) for the upcoming school year. For additional information, contact <http://www.citadel.edu/root/finaid> or 843-953-5187.

Cadets have the responsibility of the application process.

A. Each cadet must complete or renew the Free Application for Federal Student Aid (FAFSA) every year.

B. Cadets can complete the application as soon as January 1st for the following academic year.

C. FAFSA can be filed online for faster processing. School code: 003423

For New Direct Loan Student Borrowers:

- Direct Loan Entrance Counseling is also required.
- Your Master Promissory note can be signed online.
- New Direct Loan borrowers must get a PIN from the Department of Education to sign promissory notes. This pin number is the same number used for completing the FAFSA online.

Types of Financial Aid

- Scholarships
- Grant Programs
- Loan Programs
- Work Programs
- VA Benefits
- Application and Award Timetable
- Financing the Citadel Education

#### 16. Career Services

For Cadets, the training, information, and resources are provided through an online *Career Planning & Preparation Handbook* referred to as My Career. My Career outlines the career planning and preparation process through a comprehensive four-year timeline with supporting materials presented as a Mixed Mode Course using the Career Center Website, Email, and Group Training Sessions (as scheduling permits) to share career-related resources.. To verify hours and schedule appointments please contact us at:

Email: CareerCenter@Citadel.edu Phone: 843-953-1617

#### 17. Cadet 24-Hour Schedule Policy

Cadets in the South Carolina Corps of Cadets follow a regimented 24-hour daily schedule that includes physical training, academic classes, military science studies, athletics, club sports, leadership training, club activities and diverse special events that provide supplemental learning experiences. For more information about the life of a cadet, please visit the Office of the Commandant's Webpage, <http://www.citadel.edu/root/commandant>.