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## Academic Information

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### Academic Integrity

A copy of The Citadel Standards of Academic Integrity is available in The Citadel Graduate College (CGC) office, Bond Hall, Room 101.

### Attendance

Regular attendance is required of all CGC students, and the attendance record maintained by the instructor is official. In case of absences due to illness or other circumstances beyond their control, students should notify the instructor as soon as possible. The attendance policy for any CGC class is determined by the instructor and will be presented in the course syllabus. At the discretion of the instructor, a student who violates the course attendance policy may be penalized. In general, missing more than 20% of the scheduled class meetings would be considered excessive.

### Drop/Add and Withdrawals

To drop or add a course from the schedule or to change sections within a course, a student must come to the CGC office and complete a drop/add form or online through Lesesne Gateway. The deadline for changes is listed in the calendar for each semester. Withdrawal from a course means a student is discontinuing the course after the refund deadline has passed. A grade of “W” is listed on the transcript but has no bearing on the student’s grade-point ratio. Withdrawal after the deadline will result in a grade of “F” for the course. Withdrawal requires a visit to the CGC office to complete the form. Simple failure to attend class does not constitute withdrawal from a course. The student is responsible for initiating and completing the administrative process.

### Fee Payment and Class Attendance

Students may not attend class until they have paid for the class. Registration is not completed until all fees are paid. Students may not attend class until they are fully registered. Any changes in registration must be made prior to the end of the drop/add period.

### Financial Aid

For New Direct Loan Student Borrowers:

You must complete or renew the Free Application for Federal Student Aid - (FAFSA) every year. You can complete the application as soon as January 1st for the following academic year. Complete it online for faster processing. School code: 003423.

For more information, visit the Financial Aid website at:

[www.citadel.edu/finaid/index.shtml](http://www.citadel.edu/finaid/index.shtml) or review information in the CGC catalog at [www.citadel.edu/graduatecollege/cgc-catalog.html](http://www.citadel.edu/graduatecollege/cgc-catalog.html)

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## Graduation

Students must apply to participate in commencement as well as to graduate. Applications for graduation are available in the CGC office and online. A late fee is charged for applications filed after the deadline. To be recommended for a degree, students must meet all admissions requirements and satisfactorily complete the scholarship and curriculum requirements for that degree. Finally, students must be free from all financial indebtedness to the Citadel.

<u>Graduating Month</u>	<u>Application Deadline</u>
May	February 1 <sup>st</sup> (participating in ceremony)
May	March 1 <sup>st</sup> (NOT participating in ceremony)
August	February 1 <sup>st</sup> (participating in ceremony)
August	June 1 <sup>st</sup> (NOT participating in ceremony)
December	November 1 <sup>st</sup>

Deadlines to submit applications for certificate completion are:

Fall completion	November 1
Spring completion	March 1
Summer completion	June 1

These deadlines ensure your diploma will be ordered in a timely manner.

## Interpreting Schedules

### Class Day Codes

Schedules use codes to designate the days classes meet. Codes are as follows:  
M – Monday; T – Tuesday; W – Wednesday; R – Thursday; F – Friday.

### Building Codes

BOND	Bond Hall
CAPER	Capers Hall
GRIMS	Grimsley Hall
LETEL	LeTellier Hall
THOMP	Thompson Hall
LGC	Lowcountry Graduate Center
LONG	C of C – Long Building
EDCTR	C of C – Education Center
MAYBK	C of C – Maybank Hall

## Lowcountry Graduate Center (LGC)

In an effort to meet the needs of graduate education in the Lowcountry, The Citadel, the College of Charleston, and the Medical University of South Carolina formed the Lowcountry Graduate Center (LGC). The Center is located in North Charleston near the Charleston International Airport. Opened in 2001, the mission of the center is to increase the range of graduate programs available to residents of the region. Currently, courses in Education, MBA, Computer Science, Project Management, and Student Affairs are offered at the LGC. For more information, visit their website at: <http://www.lowcountrygradcenter.org/>

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## **Registration**

Students can register through Lesesne Gateway or in person at the CGC office. Registration is not completed until all fees are paid. Completed registrations will be honored on a first-come, first-serve basis. Information concerning fees, class times, and registration calendars can be found on The Citadel Graduate College's web page, [www.citadel.edu/graduatecollege](http://www.citadel.edu/graduatecollege).

## **Senior Citizens**

Credit-hour fees are waived for persons 60 or more years of age who meet admission requirements and are not employed full time. All other fees must be paid. Registration is on a "space available" basis.

## **Severe Weather**

The Citadel will cancel classes in the event of severe weather. This information will be announced on Charleston radio and television stations. You may also call 953-DAWG. The Citadel's Hurricane Preparedness Operations plan can be viewed on The Citadel's web site, [www.citadel.edu/hurricane](http://www.citadel.edu/hurricane).

## **Sexual Harassment**

The Citadel Sexual Harassment Policy is available online at [www.citadel.edu/hr/orders/sex\\_harass.pdf](http://www.citadel.edu/hr/orders/sex_harass.pdf). The Chief Diversity Officer of Human Resources, Emma Bennett-Williams (953-6989), and The Citadel Ombudsmen, Dr. Elizabeth Connor (953-7469) and Major Robert Pickering (953-5096), are available to discuss, in full confidence, any concerns you may have with sexual harassment.

## **Substitution**

Course substitutions in degree programs and certification plans can be made only with the approval of department head and the Dean of CGC. Forms for initiating the procedure are available in the CGC office or online at [www.citadel.edu/root/graduatecollege-forms](http://www.citadel.edu/root/graduatecollege-forms)

## **Use of Alcoholic Beverages**

Memorandum #52, dated 21 July 2000 establishes the rules governing consumption of alcohol at social activities involving students ([www.citadel.edu/hr/orders/alco/pdf](http://www.citadel.edu/hr/orders/alco/pdf)). Written permission is required prior to serving or using alcohol in any Citadel buildings. Underage possession and/or consumption of alcohol is prohibited.

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