MEMORANDUM NUMBER 1

REGULATIONS FOR THE CORPS OF CADETS

1. The following regulations, to be known as THE BLUE BOOK, are hereby issued for the Corps of Cadets of The Citadel.
2. Changes are annotated in red.
3. These regulations shall be in full force and effect from the date of distribution. They supersede all orders, regulations, or memoranda previously published by this department, except for those on the Commandant’s Department website at: http://www.citadel.edu/root/commandant-and-regimental-memos.

FOR THE PRESIDENT:

EUGENE F. PALUSO
Captain, U.S. Navy (Retired)
Commandant

EFP: ras
THE CITADEL CODE

To revere God, love my country, and be loyal to The Citadel.

To be faithful, honest, and sincere in every act and purpose and to know that honorable failure is better than success by unfairness or cheating.

To perform every duty with fidelity and conscientiousness and to make duty my watchword.

To obey all orders and regulations of The Citadel and of proper authority.

To refrain from intoxicants, narcotics, licentiousness, profanity, vulgarity, disorder, and anything that might subject me to reproach or censure within or without the college.

To be diligent in my academic studies and in my military training. To do nothing inconsistent with my status as a cadet.

To take pride in my uniform and in the noble traditions of the college and never do anything that would bring discredit upon them.

To be courteous and professional in my deportment, bearing, and speech, and to exhibit good manners on all occasions.

To cultivate dignity, poise, affability, and a quiet and firm demeanor. To make friends with refined, cultivated, and intellectual people.

To improve my mind by reading and participation in intellectual and cultural activities.

To keep my body healthy and strong by physical exercise and participation in many sports.

To be generous and helpful to others and to endeavor restrain them from doing wrong.

To face difficulties with courage and fortitude and not to complain or be discouraged.

To be worthy of the sacrifices of my parents, the generosity of the state, and the efforts of all who teach and all who administer the college in order that I might receive an education and to recognize my obligation to them.

To make the college better by reason of my being a cadet.

To resolve to carry its standards into my future career and to place right above gain and a reputation for integrity above power.

To remember always that the honor of being a Citadel Cadet and graduate imposes upon me a corresponding obligation to live up to this code.

GEN. CHARLES P. SUMMERALL
U.S. ARMY, RETIRED, PRESIDENT 1931-1953

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NOTE: The foregoing code is earnestly commended to all cadets as an interpretation of the ideals of The Citadel.
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CHAPTER 1 – GENERAL REGULATIONS

1.1 PURPOSE:  This Regulation, hereafter referred to as The Blue Book, provides specific policy guidance for members of the South Carolina Corps of Cadets.

1.2 DUTY:  “Duty is the most sublime word in the English language. Do your duty in all things. You can never do more; you should never do less.”

- General Robert E. Lee.

1.2.1 Individual Responsibilities:

1.2.1.1 Duty always takes precedence over privileges. Cadets have an individual duty to meet all standards. Cadets have a collective duty to the South Carolina Corps of Cadets to perform responsibilities of their rank to the best of their ability.

1.2.1.2 Cadets will comply with these regulations and all other written or oral directives issued. Cadets have the moral and ethical responsibility to report all offenses affecting good order and discipline. Such reports will be made at the time of the offense or as soon as possible thereafter to an officer or member of the cadet chain of command.

1.2.1.3 It is The Citadel’s policy to fully support the protection of anyone submitting a good faith incident report from any form of retaliation including negative actions such as dismissal, suspension, or other threats including the withholding of positive actions. An individual who believes they are under retaliation for submitting a valid incident report should contact The Citadel Internal Auditor (for issues of fraud, waste, or abuse) at 843-953-5118; Office of Institutional Compliance at 843-953-2667 or email at Compliance@Citadel.edu; The Citadel Hot Line at 855-280-8357 (you can also go the “Fraud, Waste, Abuse and Compliance Web Page on Citadel.edu and click on MAKE A REPORT; or a campus Ombudsperson at 953-7953/5096/4830 (Cell) 437-9645/367-8340.

1.2.1.4 It is also a cadet duty to support, encourage and recognize outstanding performance by cadets under their charge.

1.2.1.5 A cadet is expected to act in accordance with the intent and spirit of regulations, directives, and orders. Cadets are required to know the contents of the Blue Book and the College Regulations. Ignorance of the rules is not an acceptable excuse for taking actions contrary to the regulation.

1.3 Unauthorized Activities.

1.4.1 Cadets will not volunteer to participate in any unauthorized activity as defined by cadet and/or college regulations, e.g. but not limited to: hazing, PT in the rooms; after hours PT or shine parties; collection of monies, to include the selling of merchandise that has not had the prior approval from the Commandant or is not designated on the Training Schedule.

1.4.2 Contraband is prohibited. It is defined as anything prohibited by regulation or law. No cadet may import or maintain on campus at any time the following articles. To include but not limited to alcoholic beverages (to include empty alcohol containers); explosives (firecrackers and fireworks), electronic cooking devices, small vacuums and “Roomba” type vacuums, electric oil diffusers, articles for sale to other cadets, unserviceable articles of uniform or clothing, unauthorized drugs or narcotics, pets, ham radio equipment, sun lamp, folding chairs, pornography of any kind (including computer generated), false ID cards or enamel black heel and sole dressing.

1.4 HAZING.

1.4.3 Hazing is behavior which is inconsistent with The Citadel Core Values and dangerous to the well-being of others.

1.4.4 Hazing is prohibited. Hazing is a violation of South Carolina Law and Citadel Regulations and is punishable by up to expulsion from The Citadel. Allowing any hazing to occur, condoning acts of hazing, or failure to immediately stop an incident of hazing is also punishable by up to expulsion from The Citadel.

1.4.5 Hazing is defined as a wrongful striking, an unauthorized laying hand upon, threatening with violence, or offering to do bodily harm by any student to another student, or any other unauthorized treatment by one student toward another student of a tyrannical, abusive, shameful, insulting, or humiliating nature; or otherwise requiring any student to perform any personal service for another student except as specifically provided for in Cadet Regulations.

1.4.6 Unauthorized physical activity may be considered Hazing.

1.5 Campus Defined.

1.5.1 Campus is defined as 171 Moultrie Street, Johnson Hagood Stadium and accompanying parking lots, The Citadel Beach House, the Lockwood Property, College/Riley Parks, and The Citadel Alumni Facilities when in use by The Citadel or when The Citadel is participating in an event.

1.6 DISCRIMINATION.
1.6.1 Cadets have a responsibility to practice the highest standards of fairness and impartiality in the conduct of their duties. Cadets are expected to be actively sensitive to proper relationships, including issues related to different cultures, gender, race, lifestyle choices, sexual orientation, and religious beliefs.

1.6.2 Words which denigrate or humiliate others are unprofessional and disrupt unit performance and cohesion.

1.6.3 Similarly, words, symbols, or clothing from recognized hate groups are considered detrimental and will not be tolerated.

1.7 RELATIONSHIP ISSUES

1.7.1 Cadets of all ranks and classes meet and associate with each other in many settings. Cadet associations with one another are governed by rank and by class relationships. Respect for authority of the cadet who is senior by virtue of rank and/or class is essential for the maintenance of good order and discipline. Historically, fraternization and improper relationships have created detrimental effects on unit cohesion.

1.7.1.1 Improper cadet relationships are those inter gender (male female) or intra-gender (male male, female female) relationships that could result in actual or perceived favoritism, unfairness, or partiality that are detrimental to good order and discipline within the unit or the chain of command or that result in demonstrated improper use of rank or position for personal gain.

1.7.1.2 Cadets share responsibility for ensuring that these relationships do not interfere with good order and discipline. However, in any relationship between Cadets of different statuses, the senior member (Class, Rank, age, or etc.) is generally in the best position to terminate or limit the extent of the relationship. Nevertheless, all members may be held accountable for relationships that violate this policy.

1.7.1.3 Terms "rank" includes both commissioned and noncommissioned officer Cadets. The term “position” includes but is not limited to any duty position within the S.C.C.C, or a club/activity in which Cadets participate, regardless if the position has rank or the amount of time a Cadet holds the billet. The term “Class” means matriculation year group. Academic classification is excluded for the purposes of this section.

1.7.1.4 Commanders should seek to prevent inappropriate or unprofessional relationships through proper training and personal leadership. Commanders have a wide range of responses available including counseling, reprimand, order to cease, reassignment, or other administrative actions. Commanders must carefully consider all of the facts and circumstances in reaching a disposition that is appropriate. Generally, the Commander should take the minimum action necessary to ensure that the needs of good order and discipline are satisfied.

1.7.2 Fraternization

1.7.2.1 Fraternization between upper class cadets and fourth-class cadets is not authorized under any circumstance. This includes but is not limited to periods of pass, leave, when on orders, or furloughs.

1.7.2.2 Fraternization in a military unit is defined as any personal relationship that is detrimental to the good order and discipline of that unit. An exception is the First Class Mentor Program. The program is not considered fraternization, but integral to the development of principled leaders across all for pillars.

1.7.2.3 Fraternization is not the open discussion by any member of a new cadet’s Chain of Command, with a new cadet, about issues that are of concern to the new cadet regarding success at The Citadel. This can be an open professionally conducted two way conversation.

1.7.2.4 When evidence of fraternization between cadets that would have been prohibited, prior to a change in status, brought the actions within the policy, does not preclude appropriate disciplinary action based on the prior fraternization.

1.7.3 Personal Relationships

1.7.3.1 Personal relationships, unlike fraternization, have a positive side. Close relationships which foster mutual respect are required to build cohesive units.

1.7.3.2 Leaders are expected to care for their subordinates. The emotional ties that naturally follow good leadership are important to the success of any unit.

1.7.3.3 Positive, professional relationships between cadets of all classes and ranks are necessary to build the vertical bonds that tie leaders to those they lead.

1.7.3.4 Cadets must appreciate that relationships between cadets of different rank or class which involve or appear to involve, partiality, preferential treatment, or the improper use of rank and/or position for personal gain are prejudicial to good order, discipline, and high unit morale.

1.7.3.5 Friendships that existed prior to the fourth class cadets entering The Citadel and social relationships resulting from being a cadet athlete or club sports team, yearbook staff, school newspaper staff, etc., may be permitted if both cadets are not assigned to the same company.

1.7.3.6 This does not eliminate the responsibility of both cadets to interact in such a way that will not cause the perception of improper biased feelings, favoritism, or lack of professionalism.

1.7.3.6 Though less formal relationships may be present in off campus social events, the Fourth Class protocols are still in effect. This includes but is not limited to periods of pass, leave, when on orders, or furloughs.
1.7.3.7 Commanders will ensure that personal relationships that exist between Cadets of different statuses will not influence training, readiness, or personnel actions.

1.7.4 Dating
1.7.4.1 Dating among cadets of the upper classes is permissible; however, dating will be conducted with the same standards of discretion and good judgment expected of all cadets.
1.7.4.2 Specifically, cadets may not date a member in their direct chain of command.
1.7.4.3 Should a personal relationship evolve within a chain of command, cadets involved should seek resolution simultaneously both through the chain of command and TAC Officer.
1.7.4.4 Dating between fourth class cadets is permitted but must be conducted with the same high standards of discretion and good judgment expected of all cadets. Dating between the upper class and the fourth class is strictly prohibited. This includes but is not limited to periods of pass, leave, when on orders, or furloughs.
1.7.4.5 Dating or personal associations between Faculty/Staff and cadets.
1.7.4.5.1 Professional and social association between Faculty/Staff and cadets play an important role in the education and socialization of cadets. Participation in these professional and social associations is encouraged. Dating, however, erodes the value of these associations and is prohibited.
1.7.4.5.2 Dating and/or overly familiar relationships between cadets and active military personnel who are stationed at The Citadel are regarded as unprofessional and improper and are prohibited.
1.7.5.3 In relationships where one of the a Cadets has entered into a change in his or her status, the couple must seek resolution simultaneously both through the chain of command and TAC Officer or terminate the relationship.

1.7.5 Sexual Activity On Campus
1.7.5.1 Cadets may not engage in any serious sexual activity on The Citadel campus. Off Campus serious sexual activity between Fourth Class Cadets and Upper Class Cadets is considered to be an expulsion offense per The College Regulations and is prohibited. This includes but is not limited to periods of pass, leave, when on orders, or furloughs.
1.7.5.2 Serious sexual activity may include, but is not limited to: oral sex, sexual intercourse, or public display of nudity or partial nudity.
1.7.5.3 Public displays of affection (holding hands, kissing, arms around another person), groping, fondling or other activity that would be considered inappropriate are not authorized in public.

1.8. MARRIAGE AND CHILD CUSTODY
1.8.1 Cadet life is stressful, physically demanding, and requires the full-time commitment of all cadets. Consequently, cadets, male and female, are not permitted to be married, nor are they permitted to have primary custody or childcare responsibilities for a child.
1.8.2 A cadet who is married while enrolled at The Citadel or has primary custody of a child must resign from the Corps of Cadets.

1.9. ALCOHOLIC BEVERAGES, DRUGS, and TOBACCO
1.9.1 Alcohol: Except as specifically requested to the Commandant and authorized by the President, cadets will not consume, possess or traffic alcoholic beverages on campus (defined as 171 Moultrie Street, Johnson Hagood Stadium and accompanying parking lots, The Citadel Beach House, the Lockwood Property, College/Riley Parks, and The Citadel Alumni Facilities when in use by The Citadel or when The Citadel is participating in an event) or bring/have in their possession such beverages on campus. Alcohol discovered on campus will be confiscated and destroyed. Refer to the White Book Chapter 4 Section 2
1.9.1.1 Use of Tobacco, electronic-cigarettes (e-cigs) and hookahs is not permitted on campus at any time (to include toleration of the violation of the policy).
1.9.1.1 Drugs. The Citadel has a policy of zero tolerance regarding the possession, solicitation, distribution, sale or use of hallucinogenic, narcotic, or other controlled drugs or substances, of or drug paraphernalia. Refer to the College Regulations Section IV Chapter 14 and the White Book Chapter 4 Section 2 for more information on drugs and drug testing policy.

1.10 CITADEL CRISIS RESOURCE DIRECTORY AND CADET RIGHTS. This short document about Hazing, Alcohol Poisoning, Depression and/or Suicidal Thoughts, Sexual Harassment, and Sexual Violence. The Directory can be found on the Commandant’s Website, Cadet Regulations link at bottom of the page. Cadets are members of a great and proud college whose success depends on the talents of each cadet being fairly developed and employed. If cadets have any questions about these rights, the cadets should speak to their chain-of-command. If the chain-of-command is unable to answer the cadets’ questions, cadets should feel free to contact any of the people listed below. Report improper or immoral behavior to the proper authorities, without fear of reprisal.
CADET RIGHTS. You are a valued member of the Corps of Cadets. As such, you have the following rights: to be informed about rules and regulations that affect your training and daily life; to receive top-quality skill and military training; to work and live in an environment free from racial discrimination or sexual harassment; to reject improper or immoral orders suggestions, or requests from any Citadel instructor, staff, cadet, officer, NCO or civilian; and be treated fairly with dignity and respect.

1.11 FIREARMS AND OTHER WEAPONS

Firearms - If in possession of a valid and current Concealed Weapons Permit (CWP) for the State of South Carolina, pursuant to Article 4, Chapter 31, Title 23, of those states with reciprocity with the State of South Carolina may store a firearm (Hand Gun 12 inches or less) inside their personal vehicle. The weapon must remain inside an attended or locked motor vehicle and secured in a closed glove compartment, closed console, closed trunk or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. If not in possession of a current CWP for the State of South Carolina or a current CWP issued by with reciprocity the State of South Carolina, at no time may personal firearms be stored in a personal vehicle parked on campus as defined as 171 Moultrie Street, Johnson Hagood Stadium and accompanying parking lots, The Citadel Beach House, the Lockwood Property, College/Riley Parks, and The Citadel Alumni Facility(ies).

1.11.1 No cadet, regardless of possession of a CWP, may take any firearms into cadet rooms or any building on campus other than Public Safety for authorized purposes

1.11.1.1 Personal weapons, of the type used in Citadel NCAA competition, may be stored in the Rifle Range by members of the Rifle and Pistol team during the competition season.

1.11.1.2 No firearms are fired on campus except at designated approved ranges under the direction of proper authority.

1.11.2 Other Weapons. Includes, but not limited to:

1.11.2.1 Air compression projectile devices, high voltage electrical devices (e.g. Tasers or stun guns), and rods/staffs regardless of flexibility, and privately owned edged knives or blade style implements. These “Other Weapons” are not to be taken into cadet rooms or any building on campus.

1.12 GAMBLING

1.12.1 Cadets will not gamble on campus.

1.13 VEHICLES

1.13.1 General

1.13.1.1 If a cadet is found to be using campus parking without registering, in addition to the punishment he/she will lose their parking privileges for the current semester plus one with no return of any parking fees.

1.13.1.2 Cadet vehicles are subject to inspection/search at any time when directed by the Commandant of Cadets.

1.13.1.3 Public Safety may issue a temporary parking permit for cadet vehicles temporarily parked on campus. All vehicles must display a permanent decal or temporary parking permit or are considered in violation of the vehicle regulations.

1.13.1.4 Vehicles damaged to an extent so as to present a safety hazard are not permitted on campus.

1.13.1.5 Seatbelt usage is required on campus.

1.13.1.6 The maximum speed limit for automobiles on campus is 20 miles per hour unless otherwise posted.

1.13.2 Use of Citadel Boats

1.13.2.1 During periods of General Leave, cadets who have been properly certified, may check out boats from the Boat Center, using them properly on any waterway, with only those restrictions imposed by the officials of the Boat Center.

1.13.2.2 If a cadet has free time during the duty day, with no military or academic obligations, and if properly certified, he/she may operate a boat from the Boat Center. They may not however, pull into any restaurants or bars.

1.13.2.3 Cadets will not enter or use the Charles Towne Landing waterway.

1.13.2.4 Operation of a boat in other than this area constitutes being AWOL.

1.13.3 Parking

1.13.3.1 Cadets will park vehicles as prescribed by the Director of Public Safety.

1.13.3.2 PARKING RESTRICTED AREA: Cadets will not park their vehicles on city streets in the vicinity of The Citadel campus. Cadets are not authorized to park a vehicle within the area bounded by Spring Street on the South, Rutledge Avenue on the East, and St. Margaret Street on the North.

1.13.3.3 Vehicles belonging to cadets found parked on campus without proper permission after the departure of the Corps may be towed from the campus and disposed of at the expense of the cadet owner, unless prior permission has been obtained in writing from the Public Safety Director to park the vehicle on campus.

1.13.3.4 Cadets will park in their designated parking spaces except as follows:

Weekend parking: Junior and sophomore members of the Corps of Cadets are permitted to park on campus in faculty and staff lots (ONLY) located behind Capers Hall, Kovat’s Field, or in the lot located behind Jenkins Hall down to Letellier.
Hall. Cadet students are not allowed to park in any space around Summerall Field (Parade Deck), to include in front of Bond Hall, or the lot located adjacent to Mark Clark Hall (M-Lot) at any time. Parent’s Day, Homecoming and Corps Day, cadet vehicles located at Altman lot, stadium east and the City Gym lot will be required to park in the MUSC Harborview Tower parking garage.

1.14 **Use of vehicles on campus by cadets is restricted**

1.14.1 When authorized to leave campus, cadets may drive their vehicles from the assigned parking areas and exit the campus.

1.14.2 Cadets will not drive or ride in vehicles while wearing duty uniforms or PTs unless authorized by the Commandant. The exception to this rule is when cadets must move their vehicles for home football games.

1.14.3 Cadets of the first, second and third classes are granted the privilege of operating duly registered vehicles and/or parking them in assigned parking areas on campus.

1.14.4. **Motorized two and three-wheeled vehicles** Cadets are required to wear seasonal leave uniform while operating motorized two and three-wheeled vehicles. Additionally, Cadets are required to wear gloves, a reflective vest, and a helmet while operating motorized two and three wheeled vehicles. Cadets who own/operate a two or three wheeled motor vehicle are required to complete a certified safety course and have documentation of such with them whenever they are riding on their vehicle.

1.15 **Towing Violations;** the vehicle may be towed off campus at the owner’s expense for the following violations:

1.15.1 Vehicle brought on campus that the owner or driver fails to register properly as defined above.

1.15.2 Vehicle parked in a fire lane.

1.15.2.1 Vehicle parked in such a way to block a driveway, sally port, block a service entrance, or to create a hazard to safety.

1.15.2.2 Vehicle parked in a reserved parking area without benefit of a permit.

1.15.2.3 Vehicles with four or more traffic or parking violations issued, cadets may lose on-campus parking privileges for up to one year for excessive parking violations.

Citadel Parking Citations may be appealed to a Public Safety Officer within ten (10) days. The fine for parking illegally is twenty-five ($25) dollars. Fines, which remain unpaid after ten (10) days, will be posted to the violator’s account for collection. Five or more parking citations to the same vehicle will result in the vehicle being booted. Unregistered vehicles, which receive three (3) parking citations, will be booted upon receipt of the 3rd parking citation. The boot removal fee is fifty ($50) dollars. Vehicles that remain parked for seventy-two hours after a boot is placed are subject to being towed at owner’s risk and expense.

1.16 **Enforcement of Traffic Regulations**

1.16.1 The operation of motor vehicles on Citadel property is a privilege granted by The Citadel Administration. The Citadel Public Safety Department administers the enforcement of parking and moving violations. The Citadel’s Public Safety Officers write Citadel administrative citations for parking violations and South Carolina Uniform Traffic Summons for moving vehicle traffic violations. Criminal and traffic cases will be heard and resolved by Charleston city or county magistrates.

1.16.1.1 Cadet offenders are subject to the Cadet Disciplinary System and possible loss of vehicle privileges if any rules are violated.

1.16.2 **Use of Skate boards, Scooters and Skate**

1.16.2.1 Skate boards, Scooters and Roller skates are not authorized to be in the barracks or for use anywhere on campus.

1.17 **CADET CANTEEN (SNACK BAR) AND LOUNGES IN MARK CLARK HALL**

1.17.1 All cadets visiting the Canteen and Mark Clark Hall will be in proper uniform at all times.

1.17.2 Fourth Class use of the Munnerlyn Snack Bar or Starbuck’s is limited to the hours of 0800-1200 and 1300-1800 on weekdays. Fourth class cadets have unlimited use on weekends. Seating for fourth class cadets in the canteen is located in “Knob Alley”, located on the left side near the main entrance.

1.18 **CHALLENGES**

1.18.1 Cadets shall not challenge or in any way threaten or attempt to call to personal account other cadets or officials of the College for any action in the execution of their office or assigned duty.

1.19 **CONDUCTING BUSINESS WITH COLLEGE OFFICIALS.**

1.19.1 Cadets will conduct normal business with College officials only during business hours other than extenuating circumstances that require contact for good order and discipline, safety, etc.

1.19.2 When asked to report to or telephone a college official, cadets will do so at the first available opportunity, but shall not miss any military duty, class, or lab to do so.

1.19.3 The Coordinating Officer in Charge (COC) is the Commandant’s representative after normal business hours. Only business which cannot be anticipated will be referred to the COC.

1.19.4 Cadets reporting to the President will wear the uniform of the day unless otherwise directed.
1.19.5 Each cadet has an established email account. Cadets will log on to their email account twice daily to check for messages of an official nature.

1.19.6 Cadets are required to check CAS twice daily for any performance reports or AERWs.

1.20 EMPLOYMENT
1.20.1 Cadets will not accept off-campus employment or run an on-line business during the school year.
1.20.2 Cadets may be employed on campus by The Citadel but must receive written authorization from the Commandant and the Director of Human Resources.
1.20.3 No cadet working for The Citadel will work in excess of 25 hours per week without the written approval of the Commandant and the Director of Human Resources.
1.20.4 All cadets must be on approved special orders authorizing specific work.

1.21 HITCHHIKING
1.21.1 Cadets will not hitchhike while in a Citadel uniform.

1.22 OFF-LIMITS
1.22.1 Cadets are “Off Limits” when in any place specifically banned by The Blue Book or the Commandant.
1.22.2 The offices of the COC or TAC Officers are off limits to all cadets except on official business.
1.22.2.1 The following additional locations are off limits to all cadets:
   - Roofs of all buildings.
   - All elevators on campus, except by cadets XMD, with crutches, cane, or walking casts or moving heavy objects
   - The kitchen of the dining hall.
   - Vacant or unoccupied rooms in the barracks except as authorized by the Battalion TAC.
   - Staff and faculty offices/quarters unless specifically invited.
   - Washington Light Infantry Field (WLI) and Wilson Field. Club Sports must schedule use of WLI through Department Head of Health, Exercise, and Sports Science who coordinates with the Director of the Athletic Department.
   - All places such as stock rooms, maintenance shops, and other structures within which the cadet has no assigned duty or business.
   - The rear of all buildings bordering on the parade ground after dark, with the exception of assigned parking areas.
   - The Visiting Team Room (VTR).
   - Locker and Team Rooms during ESP.
1.22.3 The only exceptions to the above “Off-Limits” areas are for cadets performing official duties requiring them to enter an “Off-Limits” area and for cadets acting by authority of the Commandant.

1.23 SAFETY
1.23.1 Safety is always the first consideration in any cadet activity, training endeavor, or event. If any unsafe act is witnessed, it is the responsibility of every cadet to halt that activity immediately, regardless of rank or class.
1.23.2 Cadet Commanders are responsible for Safety Briefings prior to all furloughs and extended leaves of the Corps of Cadets. Cadet Commanders at all levels never compromise safety in the decision making process. Always do everything safely.

1.23.3 Individual Runs and Bicycle Riding.
1.23.3.1 Individual cadets will run against the traffic flow if no sidewalk or jogging path is available.
1.23.3.2 Cadets are not authorized to run off campus in hours of darkness.
1.23.3.3 Bicycles are authorized to be maintained by cadets in the barracks. Bicycles must be registered with the City of Charleston. Bicycles must be properly stored on the battalion bike rack and locked when not in operation. Bicycles are for recreation and PT use. They are not to be used to run errands, go to the snack bar, class, etc. or ridden inside the barracks or on the quad or galleries. Only the Citadel PT uniform is authorized for wear while riding a bicycle.
CHAPTER 2 – CADET LIFE

2.1 GENERAL

2.1.1 The Commandant of Cadets is responsible to the President of The Citadel for the command and control of the South Carolina Corps of Cadets.

2.1.1.1 TACs: The Battalion and Company TACs are responsible to the Commandant for teaching, advising, and coaching all cadets in their charge and promoting a positive command climate that is consistent with core values and suitable for principled leadership development.

2.2 COMMAND, CONTROL, AND ORGANIZATION OF THE CORPS OF CADETS

2.2.1 General

2.2.1.1 Command authority within the Corps of Cadets is vested in cadet officers appointed by the Commandant with the authority of the President. The Cadet Regimental Commander commands the Corps of Cadets through subordinate cadet commanders at battalion and company level (chain of command).

2.2.1.2 Detailed organizational charts are found in Chapter 1 of the Organizations, Functions, and Standard Operating Procedures (SOP), “The White Book.” The academic requirements for holding cadet rank are 2.0 cumulative GPA and proper class classification. See White Book, Chapter 14.

2.2.2 The Cadet Chain of Command is composed of those cadets who are held responsible for the individual and collective well-being of cadet members of their military unit. COMMANDERS ARE RESPONSIBLE FOR THE COMMAND CLIMATE AND WHAT THEIR UNIT DOES OR FAILS TO DO. The members of the Cadet Chain of Command are outlined below.

2.2.2.1 Cadet Regimental Commander. The senior ranking cadet appointed to the rank of Cadet Colonel. Responsible to the Commandant for command and control of the Corps of Cadets.

2.2.2.2 Cadet Company Commander. Appointed to the rank of Cadet Captain. Responsible to a Cadet Battalion Commander for command and control of a rifle company.

2.2.2.3 Cadet Platoon Leader. Appointed to the rank of Cadet Second Lieutenant. Responsible to the Cadet Company Commander for command and control of one of the platoons.

2.2.2.4 Cadet Squad Leader. Appointed to the rank of Cadet Sergeant. Responsible to the Cadet Platoon Leader for command and control of one of the squads within the platoon.

2.2.2.5 Regimental Band Commander. Appointed to the rank of Cadet Major.

2.2.2.6 Palmetto Battery Commander. Appointed to the rank of Cadet Captain.

2.2.2.7 Corporals will be assigned to companies at the beginning of first semester and some will serve on cadre. They will be involved in the training of fourth class cadets but only when a junior or senior member of the chain of command is present.

2.2.2.8 Other Cadet Rank Holders

2.2.2.8.1 Cadet rank holders not specifically mentioned above are not part of the Cadet Chain of Command. They are, however, key and essential to the smooth functioning of the Corps of Cadets. Regimental and battalion staff officers and non-commissioned officers (NCOs) assist their commanders in carrying out their command responsibilities. Company Commanders are assisted by the Executive Officer and a staff which fulfills the functions of Academics, Athletics, Honor, Human Affairs, Supply, Recruiting, Clerk, and Armorer. Platoon Leaders are assisted by Platoon Sergeants. Squad Leaders are assisted by Assistant Squad Leaders (Corporals). The Commandant may designate cadets to have rank of specific activities such as the Summerall Guards, Senior Class President and the Rifle Legion. Appointments are not automatic. Recommendations will be forwarded to the Commandant.

- Summerall Guard Commander CPT
- Senior Class (C4) President CPT
- Rifle Legion Commander CPT
- Junior Class (C3) President MSG
- Sophomore Class (C2) President CPL

2.2.2.9 Cadet leaders of NCAA sanctioned teams who meet the qualifications for holding rank will be screened and one will be appointed as a Cadet Captain.

2.2.2.10 The Athletic Department forwards candidates to the Commandant’s office for vetting and approval. If only an academic junior is available to be a team captain, the team coach will nominate candidates for the rank approval process.

2.2.3 Authority

2.2.3.1 Cadet leaders in positions of authority have the following general duties.

- Discharge all responsibilities of the position to the best of their ability and enforce these regulations.

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Set a good example for all cadets.
Be accountable for the whereabouts and well-being of all cadets.
Be accountable for equipment assigned to their organization.
Be required to address discrimination when it occurs, by reporting/reprimanding/taking appropriate action, etc.
Unit policies written or unwritten which go against The Citadel Rules and Regulations are strictly prohibited.

2.2.3.2 Cadets are authorized to give orders or make corrections on cadets junior to themselves. Only the authorized chain of command is allowed to give orders or make corrections to fourth class cadets.

2.2.3.3 Cadets are expected to make an on-the-spot correction on another cadet who is observed violating regulations, orders, or expected standards, regardless of the unit to which either cadet is assigned. If these corrections are significant and require a performance report, they should be brought to the attention of the violator’s chain of command.

2.2.3.4 Cadets in temporary positions of authority (e.g. guards and specified details) are authorized to issue orders in the discharge of their responsibilities to all Cadets regardless of the seniority of the cadets involved.

2.2.4 Seniority
2.2.4.1 Within the organization of the Corps of Cadets, seniority is determined first by cadet rank and thereafter by alphabetical order among cadets of equal rank within each class. Cadet Privates of each class are senior to all Cadet Privates in the classes junior to their own.

2.2.4.2 Regardless of cadet rank, cadet athletic team captains and cadets in charge of extracurricular activities are senior to cadets on their respective teams or activities for all actions pertinent to that team or activity.

2.2.4.3 On any school sanctioned trips (other than NCAA sanctioned events), the senior ranking cadet present will assume the duties of Cadet–In–Charge (CIC) for that particular activity when a club leader or other duly appointed CIC is not present.

2.3 ACADEMIC MATTERS
2.3.1 A Cadet’s C Status, as determined by the Registrar, determines what class collar insignia and uniform class year stripes a cadet is entitled to wear. A cadet’s C Status, not academic classification determines which class privileges they are afforded as outlined in Chapter 8 of the White Book

2.3.2 Class Attendance Policy
2.3.2.1 Cadets are expected to attend all scheduled academic classes they have enrolled in; however, at the discretion of the professor this requirement may be waived on an individual basis.
Exams, quizzes, guest lecturers, etc. fall into the above category.

2.3.2.2 Cadets missing more than 20% of required attendance for each course may, at the discretion of the professor, receive a failing grade for that course.

2.3.2.3 For each event requiring attendance that is missed the cadet will receive 10D and 15C.

2.3.3 Morning, Afternoon, and Evening Study Periods (MSP, ASP, & ESP)
2.3.3.1 No extraneous cadet duties will be conducted during MSP, ASP, or ESP

2.3.3.2 Cadet Commanders are responsible to maintain an atmosphere conducive for study in the barracks during these periods.

2.3.3.3 MSP runs from 0750 to 1100 hours
2.3.3.4 ASP runs from 1250 to 1600 hours
2.3.3.5 ESP runs from 1950 to 0530 hours the next day
2.3.3.6 All campus areas, to include Locker Rooms and Team Rooms, other than approved study areas are off-limits during ESP. The Chapel is an approved study area during ESP.
2.3.3.7 All cadets may go to sleep after 2100 hours provided that their study and cadet duties are complete
2.3.3.8 C4 and Gold Star C3 cadets may use the Gym in Deas Hall during ESP

2.3.4 Custodial Service
2.3.4.1 Duties of barracks custodial personnel are as prescribed by the Director of the Physical Plant.
2.3.4.2 Cadets may not interfere with, nor request duties of custodial personnel.

2.3.5 Computers on The Citadel Network and Cellphones
2.3.5.1 Users may not use unlicensed software on college or personally owned computers connected to the network and must not copy or distribute software for unlicensed use.
2.3.5.2 All use of The Citadel Network, whether through on campus or off campus computers, will be treated as on campus conduct.
2.3.5.3 Inappropriate language, pictures, or behavior on cell phone text messages and computers/networks, including social media, is prohibited.

2.3.6 Food Delivery to the Barracks
2.3.6.1 Authorized from 1700-2300 Monday thru Thursday; 1700-0100 Friday; from the start of General Leave to 0100 on Saturday and from the start of General Leave to 2300 on Sunday.
2.3.7 Food in Barracks
2.3.7.1 Food permitted in rooms is limited to small amounts intended for immediate consumption (within 24 hours of receipt).
2.3.7.2 No cadet may cook or prepare food in the barracks and may not maintain utensils or appliances intended for the preparation of food.

2.3.8 Galleries, Quadrangles and Sally Ports
2.3.8.1 Cadets must enter and leave the barracks only by authorized sally ports.
Cadets must be appropriately dressed at all times outside of their rooms (or inside with door ajar). All physical fitness and recreational activities (“Quad Sports”, i.e. throwing/catching balls, lacrosse practice, etc.) are prohibited in the barracks.
2.3.8.2 No running on the galleries, stairs or quadrangle by any cadet.

2.3.9 Lights
2.3.9.1 All lights must be turned off when occupants leave the room. Sink, table, and overhead lights are turned off when not needed.
2.3.9.2 Quadrangle lights (OG responsible) and latrine lights (Company Commander responsible) in the old barracks are turned on at dark and turned off at reveille.
2.3.9.3 All cadet room lights will be out by Taps unless they have an approved late lights pass from their Academic Officer displayed on their door.
All Cadet Commanders, Cadet Sergeants Major and Cadet First Sergeants are exempt from the lights out policy.
2.3.9.4 Effective with the Reading Day prior to final examinations and continuing through the examination period, cadets of all classes are authorized unlimited late lights to study for examinations.

2.3.10 Paint in the Barracks
2.3.10.1 The only painting authorized is that on staff/company bulletin boards.
2.3.10.2 All paint projects must be in good taste (meeting generally accepted social or esthetic standards) and approved by the Company and/or Battalion TAC Officer.
2.3.10.3 Only paint supplies obtained through the individual battalion fund are authorized.
Fourth Class Cadets will not contribute to acquiring paint supplies.
2.3.10.4 Except for spirit banners, only upper class cadets will do the actual painting.
Second class cadets may paint signs for cadets who are BVAing in each company. Only one sign per cadet may be made and can hang from the company area until Cuts Day.
No fourth class cadets will paint, make stencils, or otherwise be involved with TO&E/bulletin boards.
Members of the Fourth Class will NOT be required to use General Leave to complete spirit banners.

2.3.11 Selling in the Barrack.
2.3.11.1 No cadet is allowed to advertise or engage in buying, selling, bartering, acting as an agent, or furnishing any article, service, or entertainment without the written approval of the Commandant.

2.4 Cadet Accountability
2.4.1 General
2.4.1.1 The disciplined environment of The Citadel requires strict accountability of cadets at all times and is established through a system of authorized absences, formations, sign-in/sign-out requirements, and All-In checks/All-Right challenges. The Supply Sergeant has the responsibility to ensure all formation reports are submitted in a timely manner (regardless if there is an AWOL or not) and that cadets are properly signed in and out. They will also ensure that the Duty Teams and Division Inspectors complete and submit their All-Ins.
2.4.1.2 The Cadet 24-Hour Schedule provides the framework within which each Citadel cadet develops the personal discipline and sense of responsibility required of a Citadel cadet.
2.4.1.3 Bugle calls for most cadet events provide an audible reminder of requirements, but do not relieve the cadet of the responsibility to be present at required events.

2.4.1.2 Authorized Absences
2.4.1.2.1 Cadets are required to be present at all formations unless excused by proper authority. The proper authority to excuse cadets is the Cadet Company Commander, Office of the Commandant, Special Orders, Special Leave, Training Schedule entries which require the cadet to be at an alternate location, or admission to a medical facility.

2.4.1.3 Training Schedule EMAIL and Bulletin Boards
2.4.1.3.1 Cadets are responsible for checking the Training Schedule, their email and company bulletin boards each day. Events that appear on the Training Schedule are mandatory and take priority over other general duties.
2.4.1.3.2 The Tuesday and Thursday blocks from 1230-1320 are Commandant’s time. Cadets will not schedule any activity other than Commandant prescribed activity during this time.
2.4.1.3.3 Cadets are required to check their email, check CAS and read the bulletin board twice daily.
2.4.2 Visitation

2.4.2.1 Since The Citadel is state property, visitors are welcome to visit The College and those facilities that are not specifically intended for the sole use of cadets, faculty, and staff. Specific building regulations and the daily routine dictate authorized visiting hours.

2.4.2.2 Cadets visiting cadets in barracks rooms.

2.4.2.2.1 Cadets are not permitted to visit another cadet’s room during Call to Quarters (MSP, ASP, and ESP) except to conduct authorized official business or to study. Unit commanders will ensure proper monitoring through division inspectors.

2.4.2.2.2 Regardless of gender, when a cadet enters another cadet’s room, the lights must be on (evening) and the door left ajar.

2.4.2.2.3 Members of the guard in the performance of official duties may enter a cadet’s room at any time. If the room is unoccupied, another cadet must accompany the guard.

2.4.2.2.4 Visiting by cadets is prohibited after “last all-in of the day.”

2.4.2.2.5 A cadet may not enter another cadet’s room when the room is unoccupied.

2.4.2.2.6 Fourth Class cadets and Upper Class cadets will not be in the same room unless the door is open all the way and the lights are on. Exceptions to the aforementioned policy include official meetings conducted by the cadet Chain of Command.

2.4.2.3 Visitors in Barracks

2.4.2.3.1 No civilian visitors (including special students and alumni) may enter the barracks unless escorted by an officer or cadet and then only after permission has been obtained from The President, The Provost, The Commandant, or a Battalion TAC.

2.4.2.3.2 An officer or a cadet member of the guard while in the barracks escorts visitors.

2.4.2.3.3 Out-of-state and local visitors may request information at Lesesne Gate or any barracks to ascertain the company or battalion assignment of any cadet. Visitors are afforded every courtesy and given correct information.

2.4.2.3.4 Visitors may visit with cadets not attending class, military training, or specified official duties.

2.4.2.3.5 The Commandant, TAC officer, or COC/OC must approve any request by a visitor for a cadet to leave the campus The Citadel is state property, visitors are welcome to visit The College and those facilities that are not specifically intended for the sole use of cadets, faculty, and staff. Specific building regulations and the daily routine dictate authorized visiting hours. The COC/OC should only allow campus departures for emergencies and seek concurrence from a TAC officer.

2.4.2.3.6 Receiving Visitors

The cadet snack bar is also an authorized place where visitors can be entertained. Cadets are encouraged to show visitors the Library, Museum, Chapel, Mark Clark Hall, Jenkins Hall, and other points of interest on campus during visitation hours.

2.4.3 Sign-In/Sign-Out

2.4.3.1 Sign-out

When departing from or returning to campus for any reason (Cadet Athletics, Special Orders, Special Leave, Weekend, Overnight, Furlough, etc.) cadets WILL sign-out and sign-in in the CAS system.

2.4.3.1.1 Sign-out must be completed on campus using a Citadel Wi-Fi system.

2.4.3.1.2 Each Cadet MUST sign themselves out/in. No one else is permitted to sign-out/in for any other cadet.

2.4.3.2 Sign-in

Cadets shall sign-in when reporting back from a period of being signed out. No one can sign-in for another cadet, and sign-in must be accomplished on campus using a Citadel Wi-Fi system.

2.4.4 Military Courtesy

2.4.4.1 The general rules of Military Customs and Courtesies are outlined in The Citadel Publication The Guidon, in U.S. Army Field Manuals 21-13 and 22-5, and in the book Code of Distinction.

2.4.4.2 Cadets shall use “Sir” or “Ma’am” in addressing college officials and staff.

2.4.4.3 When outside, cadets salute all officers and warrant officers and when “Reveille”, “To the Colors,” “Ruffles and Flourishes,” and the National Anthem are played.

2.4.4.4 When inside, cadets salute only when reporting to an officer.

2.4.4.5 The dress of the person saluted (civilian or uniform) or the cadet saluting is immaterial; recognition is all that is necessary.

2.4.4.6 Upper class cadets do not salute other cadets except in performance of official duties.

2.4.4.7 Cadets in formation need not salute individually. The ranking cadet calls the group to attention, if necessary, and salutes for the group.

2.4.4.8 The first cadet observing an officer calls cadets in informal groups to attention and all salute.

2.4.4.9 Honors.

During honors to the colors or to individuals, all activities within sight or hearing of the honors cease activity. Cadets salute if outdoors, whether a part of the ceremony or not and regardless of uniform.

2.4.4.10 Reporting.
Cadets report at “attention” to a college official or faculty member. A salute should be rendered at the beginning and end of the report. If directed to report, a cadet reports with “Sir/Ma’am, Cadet (Cadet’s last name) reports.” If not directed, a cadet reports with “Sir/Ma’am, Cadet (Cadet’s last name) requests permission to speak with (title, name of person addressed).”

**2.4.4.11** Cadets in rooms come to attention upon the entrance of a college official or officer.

**2.4.4.12** Cadets do not break ranks of or walk through the formation of another unit.

**2.4.4.13** WHEN IN DOUBT, SALUTE!

**2.4.5** Parades

**2.4.5.1** Parades showcase The Citadel and the Corps of Cadets to the public and are a mandatory formation.

**2.4.5.2** Commanders will lead their units at parade unless on authorized absence approved by the Commandant’s Department. At that time, the XO will lead the company. In the case where the Battalion Commander and XO are gone, a commander from another company within the battalion will lead the battalion.

**2.4.5.3** Military decorum and precision are the expectation of all cadets.

**2.5** OTHER

**2.5.1** Escorting

**2.5.1.1** A male cadet should offer his left arm to a woman when walking conditions warrant.

**2.5.1.2** A female cadet may take the arm of a male under similar conditions.

**2.5.1.3** Walking arm-in-arm, however, does not preclude the requirements to render proper military courtesies.

**2.5.1.4** Affectionate physical contact with guests or other cadets in public, such as holding hands or walking or sitting with arm around waist or shoulder, is not considered respectable behavior while in uniform.

**2.5.1.5** Cadets will not walk arm-in-arm unless enroute to or returning from a formal social function.

**2.5.1.6** Cadets are responsible for the conduct and decorum of their guests while they are visiting The Citadel.

**2.5.2** Lost and Found

**2.5.2.1** Any cadet who has lost any substantial article will report the loss through the Chain of Command, who will notify the Battalion and Regimental Provost Marshal (if available).

**2.5.2.2** The Battalion and/or Regimental Provost Marshals will report the loss to Public Safety and the Battalion TAC/OC.

**2.5.2.3** If not available, notify the Coordinating Officer in Charge (COC), who will notify Public Safety.
CHAPTER 3 – THE FOURTH CLASS SYSTEM

3.1 PURPOSE

3.1.1 The Fourth Class System represents the foundation of The Citadel’s signature four-year leadership development programs. It creates the discipline and instills the core values of Honor, Duty, and Respect which is expected of principled leaders in all walks of life.

3.2 BACKGROUND

3.2.1 The system is deliberately and appropriately stressful while always remaining positive, professional, and purposeful.

3.2.2 Appropriate stress is created through time-proven and time-honored methods, which include bracing, “driving the stairs”, and walking in the gutters.

3.2.3 The Fourth Class System creates artificial stress to accelerate and make second nature the habits of self-discipline, teamwork, and a collective sense of accountability for everyone on the team.

3.2.4 Some past customs are hazing, and, as such, are prohibited not only by college regulations, but by state law.

3.3 PRINCIPLES OF THE FOURTH CLASS SYSTEM

3.3.1 All cadets will be treated with dignity and respect.

3.3.2 All cadets, regardless of class, will accept personal responsibility for the fair, equitable, proper, and effective operation of the system.

3.3.3 All cadets will implement the system in such a manner as to support each cadet’s opportunity to achieve academic, military, physical, and moral-ethical excellence.

3.3.4 No cadet will put another cadet in a position where he or she must compromise Citadel Core Values or disregard prescribed rules, regulations, or standards.

3.3.5 The system will not interfere with a fourth class cadet’s right to adequate sleep and food.

3.3.6 The system must provide the new cadet with the necessary positive leadership development training to be prepared to exercise leadership within the Corps of Cadets and serve as the foundation for the four-year progression of The Citadel leadership model.

3.3.7 The system, implemented in a manner that personifies our institutional core values, uncovers and attempts to develop deficiencies in new cadets, which might otherwise result in a cadet’s failure to achieve or exceed prescribed standards of performance.

3.3.8 The system provides upper class cadets with the opportunity to demonstrate learned leadership characteristics as they set the example, motivate, train, and mentor new cadets.

3.4 OBJECTIVES

3.4.1 To provide new cadets with an understanding of The Citadel’s core values of Honor, Duty, and Respect.

3.4.2 To teach new cadets the regulations, customs and traditions of The Citadel.

3.4.3 To remove wealth and former station as factors in the development of new cadets.

3.4.4 To instill in new cadets a sense of humility and selfless subordination.

3.4.5 To develop personal character and create a foundation for honorable and ethical decision-making.

3.4.6 To instill new cadets with self-discipline.

3.4.7 To physically challenge new cadets and establish a foundation of understanding the necessity of physical fitness for life.

3.4.8 To instruct new cadets in time management.

3.4.9 To prepare new cadets for academic achievement.

3.4.10 To inculcate class cohesion in support of The Citadel Mission and the development of Principled Leaders.
3.5 RELATIONSHIP BETWEEN FOURTH CLASS CADETS AND UPPER CLASS CADETS

3.5.1 The relationship between fourth class cadets and upper class cadets is one of mentor-mentee and will be formal at all times.

3.5.2 Only the authorized chain of command is allowed to give orders or make corrections to fourth class cadets.

3.5.3 A fourth class cadet's response to verbal communication from an upper class cadet is limited to "Yes, Sir," "No, Sir," "No Excuse, Sir," "Request permission to make a statement, Sir," or "Request better judgment. Sir" or "Yes, Ma'am," "No, Ma'am," No Excuse, Ma'am." "Request permission to make a statement, Ma'am," or "Request better judgment, Ma'am."

3.5.4 Verbal communication by an upper class cadet to a fourth class cadet is official, firm and professional.

   An elevated voice level and inflection is used by cadet leaders to indicate emphasis.

3.5.5 The use of profane, abusive, or sexual language is not authorized and will not be tolerated.

3.5.6 Corporals will be assigned to companies at the beginning of first semester and some will serve on cadre. They will be involved in the training of fourth class cadets but only when a junior or senior (C3 or C4) member of the chain of command is present.

3.5.7 Cadet Corporals will not be allowed unsupervised interaction with fourth class cadets under any circumstances.

3.5.8 Non-rank holding upper class cadets are prohibited from interfacing with fourth class cadets unless there is a legitimate reason or on official business of the College (e.g. Senior (C4) Mentor system, tutoring, guard).

3.5.9 Only the authorized chain of command is authorized to issue orders or make corrections to fourth class cadets.

3.5.10 Fourth Class cadets and Upper Class cadets will not be in the same room unless the door is open all the way and the lights are on. Exceptions to the aforementioned policy include official meetings conducted by the cadet Chain of Command.

3.6 FOURTH CLASS REGULATIONS AND TRADITIONS:

3.6.1 General

3.6.1.1 Fourth class cadets abide by a set of rules for daily life which are unique to The Citadel and which have been followed by all who preceded them.

3.6.1.2 Deviation from these rules is noticed and dealt with in accordance with the provisions of this regulation.

3.6.1.3 A successful completion of a fourth class semester is recognized by: First Semester—complete knob training through Thanksgiving leave; Second Semester—complete knob training through Recognition Day.

3.6.2 Fourth Class Cadets at All Times

3.6.2.1 Maintain the highest standards of military bearing, presence, appearance, and discipline.

3.6.2.2 Extend the military courtesies to all upper class cadet military officers, and Citadel faculty and staff.

3.6.2.3 Render a proper military salute and greeting to all cadet officers, and military officers. When in doubt, salute!

3.6.2.4 Maintain a respectful relationship with classmates.

3.6.2.5 Answer all questions in a direct and unequivocal manner.

3.6.2.6 Assume the position of attention when a senior military officer enters a room, when being addressed by an upper class cadet or military officer, except when told to be "at ease" or in the classroom.

3.6.2.7 Walk at 120 steps per minute on campus and in the barracks, keeping head and eyes straight ahead.

3.6.2.8 Unit policies will not encourage the passing of other fourth class cadets on campus or in the barracks.

3.6.2.9 Carry the book bag and other articles in the left hand so as to keep the right hand free to salute.

3.6.2.10 Walk single file and on the right side of campus sidewalks, and on the Avenue of Remembrance walk in single file and in the street along the east curb.

3.6.2.11 Yield to all other people while walking on campus.

3.6.2.12 Use of the Munnerlyn Snack Bar and Starbucks is limited for fourth class cadets to the hours of 0800-1200 and 1300-1800 on weekdays. Fourth class cadets have unlimited use on weekends. Seating at the canteen for fourth class cadets is located in “Knob Alley”, located on the left side near the main entrance.
Always wear a cover while outside and remove when entering a building.

Fourth class cadets will ONLY use Lesesne Gate for ingress and egress to the campus

Fourth class cadets will speak in a conversational tone of voice between retreat and reveille.

### While in the Barracks, Fourth Class Cadets Will

3.6.3.1 Not talk outside their rooms, except when addressed by an upper class cadet or military officer.

3.6.3.2 Walk in barracks at quick-time (120 steps per minute) at attention except while on stairs, where the pace will be slower, and more careful.

3.6.3.3 No cadet will run on stairs, galleries, or quadrangle. This is to include running back and forth to the sally ports or doing satellites around the battalion (running around the barracks inside or out).

3.6.3.4 Use only their respective company's stairwell.

3.6.3.5 Read the unit bulletin board, check email and CAS twice daily.

3.6.3.6 Be in complete uniform while outside of their room.

3.6.3.7 When reporting to another cadet's room, knock twice, and enter only after you have been invited in to the room.

3.6.3.8 Use the quadrangle for formations only (or when conducting clean up duties).

3.6.3.9 Take at least one shower daily.

3.6.3.10 Not read or talk in latrines.

### Bracing

3.6.4.1 One of the long held hallmarks of the fourth-class year at The Citadel is the practice of “bracing” while in formation. Bracing is defined as:

3.6.4.2 The proper braced position is simply a modified position of attention. Fourth class cadets assume this position in the barracks while on line, in formation, or when an officer or upper class cadet enters their room. It is a stationary position only and is not practiced while marching.

3.6.4.3 To assume the proper braced position bring the heels together sharply on line, with the toes pointing out equally, forming an angle of 45 degrees. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square.

3.6.4.4 Keep the head erect and face straight to the front with the chin drawn in so that alignment of the head and neck is vertical.

3.6.4.5 Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers.

3.6.4.6 Having assumed the proper position of attention above, roll the shoulders back and draw the chin in tighter ensuring the head and neck remain vertical.

3.6.4.7 Remain silent and do not move unless otherwise directed.

### While in the Mess Hall, Fourth Class Cadets Will

3.6.5.1 Proceed rapidly, without running, ahead of the upper class cadets into the Mess Hall, after falling out of formation at the Mess Hall steps, moving quickly and quietly to assigned seats in the most direct manner.

3.6.5.2 Upon reaching their seats, place their covers under their chairs, jackets or overcoats on the back of the chairs, and prepare the mess in accordance with prescribed procedures.

3.6.5.3 At the command of "Rest," sit on the forward half of the chair with back straight, feet flat on the floor, and head and eyes confined to their table only.

3.6.5.4 Practice proper table manners at all times.

3.6.5.5 Not speak unless spoken to, and when responding will do so in a conversational tone of voice.

3.6.5.6 Not rest their arms on the table.
3.6.5.7 Serve themselves before the upper class cadets have been served.

3.6.5.8 Fourth class cadet will eat a “square meal” identified as eyes ahead and squaring their arm and hand movements while eating. Bring the utensil to the mouth while not moving the head. The head and back will remain erect as identified in Para 3.6.5.3.

3.6.5.9 Stop eating when addressed.

3.6.5.10 Send empty serving dishes for refill as long as there are continued requirements for food at the mess.

3.6.5.11 Stop eating with back straight and head and eyes straight ahead during announcements.

3.6.5.12 Be prepared to recite an item of Fourth Class Cadet knowledge at the noon mess. Fourth Class Cadet Knowledge ONLY consists of those items of information specified in paragraph 3.8 of this manual and in The Guidon.

3.6.5.13 Not automatically leave the Mess Hall immediately after second rest unless they have eaten all they want.

3.6.5.14 Will be allowed to eat without ANY interference - after second rest.

3.6.5.15 Will, upon leaving their assigned table, file out of the Mess Hall in the most expeditious manner via the nearest exit.

3.6.5.16 Fourth class cadets will NOT stack their mess plates or clear the table in any manner.

3.6.5.17 Fourth class cadets are not required to ask the Mess Carver for permission to consume any of the items on the table to include condiments.

3.6.6 Areas Off Limits to Fourth Class Cadets

3.6.6.1 All grassed areas except while participating in drill, parade, or athletic event (including being a spectator) or on official duty.

3.6.6.2 All elevators with the exception of authorized medical condition specified by medical personnel.

3.6.6.3 The red tile in Bond Hall lobby except when on official duty.

3.6.6.4 The front and west entrances to Capers Hall.

3.6.6.5 The front stairs of Jenkins Hall.

3.6.7 Fourth Class Extra Duties and Details

3.6.7.1 The following are the only authorized duties and details to be performed by the Fourth Class.

3.6.7.2 These tasks are managed at the company level to be equitably distributed and to ensure they are not assigned as punishment.

3.6.7.2.1 Laundry Detail:

Responsible for pick-up of dirty laundry bags from the galleries and placing them at the laundry pick-up point on the designated day.

Delivery of clean laundry to the appropriate room is accomplished on the day the laundry is returned.

3.6.7.2.2 Gallery and Quadrangle Sweep/Police Detail:

Conducted ONLY as outlined in Chapter 1, Section 3 of the White Book, on the Corps of Cadets 24-Hour Schedule, and on the Corps of Cadets Weekly Training Schedule. No other police/sweep details are authorized.

3.6.7.2.3 Outside Barracks Police Detail:

ONLY as outlined in Chapter 1, Section 19 of the White Book

No other police details are authorized.

3.6.7.2.4 Brass Detail:

Shine barracks brass plaques during Morning Police Call.

The Regimental Adjutant will create a schedule for shining the Bulldogs (Major Savas) monument - in vicinity of McAlister Field House, and The Citadel Seal in front of Mark Clark Hall.
These details will **not** be scheduled prior to **0655** hours.

3.6.7.2.5 **Hydro Cleaning Details:** Conducted when sweep details cannot effectively clean the areas, or before major weekends where the barracks will be open to the public. All hydro details will be approved by the Battalion TAC and supervised by TACs and cadet chain of command.

Cadets will use brooms and squeegees provided. No cadet will be required to assume abnormal positions in the performance of these duties to include scrubbing on their hands and knees, “hanger details”, duck walking, holding buckets out in front of a person at extended arms, etc...no extracurricular physical training will be tolerated. These details will be conducted after parades and will not extend past **1800** hours.

3.6.7.2.6 **Spirit Sign Painting:** This details purpose is to develop teamwork and provide fourth class cadets the opportunity to practice peer leadership.

This project will be assigned to fourth class cadets in sufficient time to ensure proper completion by 1 October and will be supervised by the Company Commander.

Only one generic spirit sign will be made per company, which will be used during open barrack's Parent's Day, Homecoming, and Corps Day.

No spirit signs are authorized for NCAA sports.

Spirit signs will not be prepared during study periods.

They will not be painted in cadet rooms, barracks sally ports, or in any other building on campus.

Any damages incurred by painting in unauthorized areas will be paid for by the cadets involved.

Signs will consist of no more than 4 twin size sheets in size, obtained from Central Supply.

Paint will be obtained from battalion funds.

Signs that contain offensive pictures or words, or exceed size limits, will be destroyed and will not be replaced for the remainder of the year.

No other spirit signs (BV, ring night, etc.) are authorized.

Company commanders will ensure these rules are known by the company chain of command and the sign painting team prior to allowing them to paint.

The specific design for the Spirit Sign will be approved in advance by the Company Commander, The Battalion Commander, and Company TAC.

3.6.7.2.7 Any task of a personal nature for upper class cadets is prohibited.

3.7 **FOURTH CLASS TRAINING**

3.7.1 **General**

3.7.1.1 The training of fourth class cadets is the responsibility of the Cadet Chain of Command under the supervision of the Commandant.

3.7.1.2 An established chain of command training cadre is responsible for all fourth class training from their reporting date until joining the Corps during Parents Weekend, at which time the cadre is disestablished and the fourth class cadets are integrated into the Corps of Cadets.

3.7.2 **Contact with Fourth Class Cadets**

3.7.2.1 Training, counseling and inspecting fourth class cadets is restricted to the individual fourth class cadets' Chain of Command.

This will be accomplished through the appropriate Cadet Chain of Command.

3.7.2.2 One exception is that all cadets have the obligation and are responsible to correct fourth class cadets who are off campus and in violation of Citadel Regulations.

3.7.2.3 This will be done in a professional manner demonstrating respect for the offending cadet as well as maintaining appropriate demeanor expected of Citadel Cadets.
3.7.3 Training Time

3.7.3.1 Training of fourth class cadets is only conducted as reflected on the Cadet Training Schedule.

3.7.3.2 Cadet Company Commanders may utilize the time immediately after Friday parades to conduct extra training. This training opportunity extends from the beginning of the school year until Parent’s Day.

A written training plan must be submitted and approved by the Company and Battalion TACs NLT Monday prior to training then forwarded to the Commandant’s Operations and Training Section for posting on the Corps Training Schedule.

There are NO exceptions to this requirement.

On Fridays the timeline will begin after parade for 90 minutes.

This training period may not be used as punishment and the training must be supervised by a cadet leader with the rank of Lieutenant or above.

Regimental Spirit Physical Training, when scheduled on the Commandant’s Yearly Training Calendar and Corps Training Schedule, are included as part of this period.

When included, Regimental Spirit Physical Training will be conducted as per the “White Book, Chapter 5” and supervised by the Company Commander or XO.

3.8 FOURTH CLASS KNOWLEDGE:

3.8.1 Fourth class cadets are expected to memorize the items of Fourth Class Cadet knowledge during their cadre training period.

3.8.2 With the exception of the chain of command, the information is contained in The Guidon, The Citadel Training Manual, and the guide for the Leader Development Program.

3.8.3 Incoming fourth class cadets are encouraged to memorize as much as possible prior to the start of their Knob training.

3.8.4 A fourth class cadet must memorize the following items by the prescribed times and have them approved and signed off by an authorized upperclassman or TAC

By the end of Challenge Week cadets must have memorized:
The Citadel Core Values
The Mission of The Citadel
The Citadel Cadet Creed
The Citadel’s Honor Code
The Alma Mater
Chain of Command

By the end of Cadre Period cadets must have memorized:
Date Citadel was established
Date Citadel moved to current location
What is The Citadel
8 Battle Streamers
The Phonetic Alphabet
The Citadel’s Four Pillars of Leader Development
Definition of Hazing
Definition of Sexual Harassment
Definition of Fraternization
Rifle serial number and butt number
Cadet and US Military Rank

By the end of the First Semester cadets must have memorized:
Significance of Gen Clark’s gravesite
Presidents of The Citadel
John Stuart Mill’s quote

By Recognition cadets must have memorized:
What CTM stands for
The five steps of CTM
Gen Clark’s honor quote
Gen Lee’s duty quote
Gen Schofield’s discipline quote
Where the Key Learning Outcomes for each class are located
Definition of the Guide for the Leader Development Program

3.8.5 By the start of classes, fourth class cadets are expected to have a working knowledge and be conversant in the following:

*The Blue Book*
*The Honor Manual*
*The Organizations, Functions, and Administration Standard Operating Procedures SOP (The White Book)*
*The history of The Citadel as contained in The Guidon.*

3.8.6 All personnel responsible for the administration of the Fourth Class System are also responsible for ensuring that the Fourth Class knowledge requirements do not interfere with the stated objectives of the Fourth Class System.

3.8.7 Specifically, cadet leaders are responsible for ensuring that requirements to memorize Fourth Class Knowledge do not interfere with cadet requirements for adequate study time, food, or sleep.

### 3.9 FOURTH CLASS PUSH-UPS

3.9.1 Fourth Class push-ups (other than organizational physical training) are authorized as follows:

*Push-ups may be assigned ONLY by the individual Fourth Class Cadet’s Chain of Command (the Company Commander, Platoon Leader, First Sergeant, Platoon Sergeant, Squad Leader)*

Push-ups may only be executed in the barracks.

**The maximum number of push-ups in a set is 30 during Fall Semester. This is extended to 40 pushups in the Spring Semester when authorized by the Regimental Commander.**

Push-ups are to be a continuous 2-count exercise, performed IAW The Citadel Physical Fitness Test standards, with the exception that the new cadets will count the repetitions out loud.

Stopping Fourth Class Cadets in the “front leaning rest” position for any period of time is not consistent with the intent of pushups as discipline or motivation and is not authorized.

**A space of 15 minutes must be observed between push-up sets.**

Push-ups may **not** be assigned during designated study periods ESP or periods of General Leave.

Push-ups, or any other physical activity, will not be done in cadet rooms at any time. Pushups are for immediate correction and cadets are NOT to “assign” pushups to be completed at a later time. If 30 or 40 pushups is insufficient to make the point, then a different methodology must be used as a consequence. If Extra Military Instruction (EMI) is a better fit as a consequence and behavior modification tool, then the Company Commander/Company TAC/Battalion TAC should be consulted to find a more appropriate and potentially elevated consequence. Requests for extracurricular physical training activities must be submitted through the Company Commander to the TAC for approval by the Commandant.

**Fourth Class Cadets will NOT perform pushups within 30 minutes of second rest after meals. This includes the time allowed for the evening meal from 1800-1915.**

### 3.10 RECOGNITION

3.10.1 Recognition is the term associated with the end of the Fourth Class System thus allowing the establishment of a friendly, personal relationship between upper class cadets and members of the fourth class.

Recognition takes place late in the Spring Term as specified by the Commandant’s Yearly Training Calendar. There are several Leadership Development Training Sessions that occur throughout the weeks preceding this event.

The day itself includes several activities such as a Regimental Run, Leadership Development Classes, a physically challenging team building course, a march to the location of the Old Citadel at Marion Square where members of the fourth class renew their cadet oath and the traditional execution of a “class set” [pushups].

Recognition is acknowledged by a simple handshake between upper class and fourth class cadets and the sharing of first names.
3.10.2 Early Recognition

There are occasions when an upper class cadet may recognize a fourth class cadet early if the two were previously good friends or are closely involved in some campus activity where informal day-to-day contact is necessary, such as between cadet athletes.

Requests for early individual recognition will be submitted in writing stating the justification to the fourth class cadet's Company Commander, Company and Battalion TAC, Battalion Commander, Regimental Commander and Commandant. Recognition will not occur unless approved by the Regimental Commander with the concurrence of the Commandant and the respective TACs.

If recognized in this manner, the fourth class cadet continues to operate inside the Fourth Class System for the remainder of the school year.

3.11 FIRST CLASS (C4) MENTOR PROGRAM:

3.11.1 General: The purpose of the First Class Mentor Program is to provide qualified seniors with a servant leadership opportunity to mentor fourth class cadets across all four pillars. At all times, first class cadets participating in the mentor program will be aware that the program exists for the senior to serve the subordinates and participate actively in the mentee’s development. Personal servitude, where the subordinate serves the senior in any capacity, works against the spirit and intent of the mentor program and is never authorized or appropriate.

3.11.1.1 Battalion Executive Officers are responsible for the assignment of senior mentors to each member of the Fourth Class in their battalions. If necessary, senior mentors may be assigned a fourth class cadet mentee outside of their home companies but always within their respective battalion.

3.11.1.2 Battalion and Company Commanders, Executive Officers, Human Affairs Officers and Academic Officers will serve as mentors.

3.11.1.3 All other first class cadets, who are C-4 or C-5, and are academic, conduct, and physically proficient may volunteer, through the Battalion Executive Officer, to participate in the First Class Mentor Program.

3.11.1.4 First class cadets with prior hazing or Fourth Class System related violations in the previous year are not authorized to participate in the mentor program regardless of current proficiency status.

3.11.1.5 Each fourth class cadet will be assigned to a first class cadet mentor upon the return of the Corps.

3.11.1.6 Battalion Executive Officer will provide a listing of the mentor assignments to the Battalion TAC Officer NLT 15 September.

3.11.1.7 Mentors should schedule meetings with their assigned fourth class cadet as needed to assist in the development of the fourth class cadet. No mentoring session should disrupt scheduled study periods or mandatory formations. Meetings in cadet rooms should be coordinated with the fourth class cadet’s First Sergeant or Commander. Meeting should be conducted in a professional manner with the fourth class at ease.

3.11.2 Responsibilities:

3.11.2.1 Cadet Commanders: It is the responsibility of every cadet commander to ensure that the First Class Cadet Mentor System neither interferes with the Cadet Chain of Command nor becomes a system of personal servitude. In The Citadel Fourth Class system, personal servitude includes, but is not limited to, cleaning of mentor’s rooms by Fourth Class Cadets in preparation for MRRs or MSMs, preparation of duty, parade, or leave uniforms for inspections or off campus events, and running of personal errands such as picking up laundry or bringing food back from Coward Hall or off-campus.

3.11.2.2 First Class Mentors: First Class Mentors are provided this opportunity in order to assist in the development of the fourth class cadet across all four pillars (academic, military, physical, and moral/ethical) and to assist them in developing their own servant-leadership skills. In performance of this they will meet with their fourth class cadet as often as is required to develop a professional relationship marked by trust, and mutual respect. The mentor and his mentee should meet at least once per week. As this relationship develops, the first class mentor should seek opportunities to:

3.11.2.2.1 Assist their fourth class cadet in learning duties required by the Fourth Class System, ensure their fourth class cadet is getting adequate food, undisturbed study time, and adequate sleep.

3.11.2.2.2 Monitor their fourth class cadet’s discipline status and report any possible unfair punishments (excessive gross personal appearance, gross rooms, etc.) imposed by under-class cadets to the unit commander.
3.11.2.2.3 Monitor their fourth class cadet's academic status and work with their fourth class cadet's company academic advisor, Academic Support Center via the Company Cadet Academic Officer.

3.11.2.2.4 Monitor their fourth class cadet’s physical proficiency in regards to the Corps Physical Fitness Test and the Fourth Class cadet’s performance in intramurals. First class cadets, through their own example and experience will assist the cadet chain of command in developing a culture of fitness. First class mentors will not “PT” any fourth class cadet on/off campus as part of the First Class Mentor Program.

3.11.2.2.5 Report immediately to the unit commander any violations of the Fourth Class System that are reported by the fourth class cadet.

3.11.3 The Commander will ensure first class cadets who receive a tour offense do not participate in the mentor program until all punishments are properly completed.

3.11.4 First class (C4) cadets who are transferred to another company or battalion for disciplinary reasons lose their privilege to be mentors for the remainder of their senior year.

3.11.5 **Fourth Class Cadets:**

3.11.5.1 Fourth class cadets will be open and frank with their first class mentors on their progress and problems they are encountering during their Fourth Class Year.

3.11.5.2 They will not use this mentor system as a means of evading their duties and responsibilities as fourth class cadets, but will use it to improve their knowledge and performance during this formative year.

3.11.6 **TAC Officers:** TAC Officers will monitor to ensure that cadet unit commanders are properly supervising this mentor system

3.12 **REGIMENTAL COMMANDER’S FOURTH CLASS EVALUATION**

3.12.1 Prior to the commencement of the second semester final examination period, the Regimental Commander will provide the Commandant a written report which will include an appraisal of the effectiveness of the Fourth Class System during the school year.

3.12.2 This report will include, as a minimum, the major problems areas encountered; recommended solutions; and proposed changes to future Fourth Class Systems. The report will be completed and submitted to The Commandant of Cadets prior to Recognition Day.
CHAPTER 4 – INSPECTIONS

4.1 GENERAL
4.1.1 Commanders are responsible for preparing their units for inspection (rooms and personal) in accordance with prescribed standards outlined in Chapters 7 and 9 of The White Book.
4.1.2 Inspections serve two purposes: first, to enable cadet officers and senior officers to determine conditions within the Corps; second, to set the standards the Corps is required to maintain.
4.1.3 Cadets are expected to be prepared for inspections at any time.
4.1.4 The Cadet Commanders must ensure that their subordinate Chain of Command understands the requirements and standards that must be achieved, that adequate preparation time is allowed, and that subordinates are properly supervised to ensure a successful outcome.
4.1.5 Should the Unit Commander determine that a unit or a cadet’s preparation is inadequate for a designated inspection; the Cadet Commander may require that additional inspections be completed before authorizing general leave. These additional inspections may not exceed two hours in duration and need to be approved by the Company or Battalion TAC Officer.

4.2 DAILY INSPECTIONS
4.2.1 Common Area Inspection. The Battalion Commander is responsible for the overall appearance of the assigned barracks.
4.2.2 Company Commanders are in turn responsible for the appearance of their assigned unit areas, to include the quadrangle, galleries, stairwells, and sally ports.
4.2.2.1 The members of the Battalion Guard, as representatives of the Battalion Commander, will continuously ensure the proper police of the quadrangle and areas directly adjacent to the barracks.
4.2.3 Morning Room Inspection (MRI).
4.2.3.1 Unit Commanders will ensure that their subordinate Chain of Command inspect cadet rooms regularly to ensure they conform to regulations and meet standards.
4.2.3.2 Cadets will not be in bed during the MRI period (weekdays from 0800-1200).
4.2.3.3 Cadets absent on guard, leave, or Special Orders, including in-season cadet athletes, will leave their rooms in MRI order.
4.2.4 Formation Inspections.
4.2.4.1 Cadets will be inspected in ranks at each formation by the Cadet Chain of Command to ensure they conform to uniform, equipment, and grooming standards as set forth in these regulations.

4.3 SATURDAY MORNING INSPECTION (SMI)
4.3.1 SMIs are formal inspections conducted in accordance with the published training schedule.
4.3.2 These inspections will include personnel, rooms, arms, equipment, and common areas of the barracks.
4.3.3 Unless otherwise designated by the Commandant, these inspections are led by the Cadet Chain of Command, supervised by the TAC Officers and the inspecting officers designated by The Commandant.
4.3.4 During the academic year, one SMI will be designated the Commandant’s Inspection and one the President’s Inspection. There will be no Special Leaves or Special Orders approved during these inspections, except as approved by the Commandant.
4.3.5 Cadets absent on guard, leave, or Special Orders, including in-season cadet athletes, will leave their rooms in MRI order.

4.4 MUSTER INSPECTION (FURLOUGHS)
4.4.1 All cadets are expected to be in the designated uniform and conform to the established grooming regulation when they report for muster following Thanksgiving Furlough, Winter Furlough, Spring Furlough, and Summer Furlough.

4.5 UNIT HEALTH AND WELFARE
4.5.1 Cadet Commanders may conduct Cadet Unit Health and Welfare Inspections when reasonable suspicion exists that the College Regulations have been violated with regards to alcohol, thefts, prohibited or controlled substances, or contraband existing in the Cadet Barracks or automobiles.
4.5.1 Authority.
4.5.2.1 Cadet Commanders (Company or above) must first secure the permission of the Commandant or Chief of Staff, through the Cadet Chain of Command (Battalion CO or REGT CO) before conducting a Health and Welfare Inspection.
4.5.2.2 Special Instructions.
When conducting a Health and Welfare Inspection, the Cadet Commander must ensure that the unit is accounted for, and when possible/practical, all cadets of the unit are present for the inspection.

4.6 SEARCHES
4.6.1 Officials of the College may conduct searches of a cadet’s barracks room, desk, locker, lock boxes, baggage, automobiles, or any other property or place of use of a cadet on campus. Nothing is exempt from search by college officials provided the search is conducted for reasonable cause and is primarily to enforce good order and discipline at the College. NO search of a person is authorized.
4.6.2 Searches are considered outside the scope of everyday inspections and similar in nature to Unit Health and Welfare Inspections; except it applies to individual cadets.

4.6.3 Searches of cadet rooms, property, and/or automobiles will be done only after obtaining explicit authorization from the Commandant of Cadets or Chief of Staff for probable cause or reasonable suspicion. The General Counsel will be consulted prior to giving permission. Normally, the cadet is present during a search of their belongings or room, but their presence is not required.

4.7 COMMAND INSPECTIONS

4.7.1 Cadets are subject to daily personal inspections and barracks inspections at any time by their Chain of Command, designated representatives of the Commandant’s Office, and members of the guard.

4.7.2 Automobiles are subject to inspection at any time on campus or on school-controlled property.
CHAPTER 5 - DISCIPLINE

5.1 PURPOSE

5.1.1 The Commandant has primary responsibility for the Cadet Disciplinary System and administers the system through the Assistant Commandant for Discipline and Battalion/Company TAC Officers.

5.1.2 The Cadet Discipline System exists to maintain good order and discipline within the Corps of Cadets. The system is both developmental and correctional in nature.

5.1.3 Cadets learn to live within the standards of behavior necessary to support the requirements of cadet life.

5.1.4 They also learn how to support, enforce, and administer a disciplinary system through teaching, corrections, and counseling.

5.1.5 The system creates an environment so that each cadet may further develop a sense of duty, strengthen self-discipline to live within the spirit of all regulations and directives regardless of the origin, and accept responsibility for his or her actions.

5.1.6 The obligations, standards, authorizations, and privileges described by cadet regulations provide cadets opportunities to demonstrate their level of responsibility and performance.

5.1.7 The discipline system provides for teaching, counseling, reprimand, punishments, remediation, and conduct reviews.

5.1.8 When corrective action is necessary, the TAC Chain of Authority furthers the Cadet Chain of Command’s understanding throughout the discipline process on how individual behavior impacts on the command climate of a cadet unit.

5.1.9 The continuum of discipline is teach/train, verbal correction/instruction, verbal counseling, written counseling/reprimand, administrative board action.

5.2 CADET BEHAVIOR AND OFFENSES DURING THE SCHOOL YEAR, WHILE ON STUDY ABROAD, FURLough, OR ATTENDING THE CITADEL SUMMER SCHOOL OR EMPLOYED BY THE CITADEL DURING SUMMER FURLough

5.2.1 Furloughs are periods when the entire Regiment “stands down” and departs campus. Normally, there are four furlough periods as follows: Fall (Thanksgiving Week); Winter (between Fall and Spring semesters); Spring (during Spring semester); and Summer (from SCCC graduation until the Regiment reconstitutes in late summer). The Governor, Board of Visitors or the President may designate other furlough periods. During periods of furlough, the Cadet Disciplinary System may apply if the conduct meets the criteria established in Section V, paragraph 4, of the College Regulations for the application of Citadel jurisdiction for an off-campus offense.

5.2.2 Class I, II and III Offenses see College Regulations Section V, paragraph 5.

5.2.3 Cadets who attend Maymester/Summer School at The Citadel will abide by Maymester/Summer School and other regulations published separately.

5.3 SPECIAL PROVISIONS

5.3.1 Removal from NCAA Cadet Athlete Status, Club Sports, and Extracurricular Activities.

5.3.1.1 Members of cadet athletic teams, club sport teams, or other extracurricular activities will be removed from their activities if found in violation of cadet regulations as listed in the paragraphs below. All team activities include meetings, practices, training, competitions and social functions will be prohibited. Extracurricular activities include but are not limited to, all organized cadet activities under the supervision of the Directors of Cadet Activities.

If a cadet is found in violation of a Class I offense or suitability hearing with a suspension or dismissal held in abeyance, the cadet will be reported by the TAC Officer with a recommendation to the Commandant. The Commandant will then consider all the evidence in the case and forward a recommendation to the President.

A cadet who is recommended by the Commandant to the President for suspension or dismissal due to conduct deficiency may be temporarily removed from all team and extracurricular activities until the President has made a decision and/or the appeal process is complete. The Commandant may also direct similar removal for cases of suspension or dismissal recommended with abeyance.

A cadet who is found guilty of an honor violation by the Honor Court will be suspended from all team and extracurricular activities. In the event that a cadet appeals an Honor Court decision, the suspension will remain in effect until the appeals process is complete.

5.4 CONDUCT DEFICIENT

5.4.1 A cadet is considered conduct deficient if one of the following conditions applies

5.4.1.1 Punishment Order - Cadets receiving punishment for Class I or II offenses with awarded tours and/or confinements or cadets who exceed their allotment of demerits during a demerit period.

5.4.1.2 Placed on restriction by the President, Commandant or other official of the college.

5.4.2 Cadets who are Conduct Deficient:

5.4.2.1 Are restricted to campus until all the ordered punishment is served and certified by the Duty Team Officer.

5.4.2.2 Are not authorized Charleston Passes, Overnight Leaves, or Weekend Leaves.

5.4.2.3 May not receive their diploma, an honorable discharge, or transfer to special student status.
5.4.3 Cadets may not hold rank if tours are awarded. Cadets who are not able to complete their assigned punishment prior to their scheduled graduation must coordinate a community service project with the Assistant Commandant for Discipline (ACD). This will require the cadet to get the work project approved by the ACD. The ACD will coordinate with the community service organization on the reporting requirements for receiving credit for the work. Only after approval by the ACD, can the cadet start her/his work project. After the project is completed, the community service organization will send by e-mail or letter the work done, number of hours and days the cadet worked and their satisfaction with the work done by the cadet. Only after this has been completed will the ACD contact the Registrar’s Office to release the diploma. The cadet will receive their diploma by mail.

5.5 MERITS

5.5.1 Merits are awarded to cadets for outstanding performance of duty, outstanding academic performance (the Academic Officer is REQUIRED to submit merit PRs if presented with an academic paper or test that meets the requirements in Annex A), personal appearance, or room appearance.

5.5.2 Merits are not awarded for merely meeting standards or for the specific purpose of offsetting previously awarded demerits.

5.5.3 Each 25+ merits accrued by a cadet during a demerit period will result in the award of an overnight, regardless of class.

5.6 PERFORMANCE REPORTS (PR)

5.6.1 General

5.6.1.1 Violations or suspected violations of regulations on the part of cadets are reported on a Performance Report (PR). The details or facts surrounding the report of an offense are most frequently determined through an Explanation Required Written and face-to-face sessions between the accused and the Chain of Command and TAC Officers.

5.6.1.2 Any member of the faculty, staff, commissioned or non-commissioned officer may complete a Performance Report (PR) alleging disciplinary violations against a cadet for violations of The College Regulations, Blue Book, or other applicable regulations. For violations involving groups of cadets or cadet units, report the allegations to the appropriate TAC and/or Cadet Chain of Command. A PR shall describe with reasonable particularity the conduct of the accused cadet and shall be delivered to the Commandant’s Department.

5.6.1.3 A PR should be submitted as soon as possible after the event takes place but there is no statute of limitations.

5.6.1.4 Prior to the issuance of a PR however, the Commandant, or his or her designee, may conduct an investigation to determine if allegations of disciplinary violations have merit or a more egregious infraction has occurred.

5.6.1.5 If the Commandant concludes the charges are without merit, such disposition shall be final and there shall be no subsequent proceedings.

5.6.1.6 If the charges are found to have merit, the investigating officer may issue or recommend issuance of a PR, and may later serve in the same matter as a member of a Hearing or Commandant’s Board.

5.6.2 Processing of a PR in CAS

5.6.2.1 In cases where the PR is being written for an offense which may be corrected on the spot, a PR is not required but may be submitted at the discretion of the observer.

5.6.2.2 PRs are also not required for Class III Offenses but may be submitted at the discretion of the observer.

5.6.2.3 PRs are required for Class I and II Offenses and are used to reward outstanding performance with merits.

5.6.2.4 If it is determined that a PR is required, then the reporting official, if practical, will inform the cadet, fill out the PR electronically and submit it.

The PR will then be automatically routed to the cadet for whom the PR is written. It will also be logged into the Cadet Accountability System (CAS) automatically for tracking.

PRs submitted for merits will be posted to the cadet’s record, and no further action is required.

5.6.2.5 Cadets will receive an email prompt telling them that they have a PR waiting for them to respond to. The cadet will have five duty days to respond to the PR and submit it. Upon receipt of the PR, the offending cadet will either acknowledge the offense or attach an Explanation Required in Writing (ERW) and submit the PR/ERW electronically.

Cadets desiring a Commandant’s Board or Hearing will so state on the ERW.

5.6.2.6 The PR will automatically be sent to the Cadet Company Commander or Executive Officer who will then review the PR/ERW, recommend a punishment and provide any rationale for the recommendation on the PR or the ERW. When complete the cadet will submit it electronically where it will continue to the Company TAC, Battalion TAC and on to the Assistant Commandant for Discipline for final adjudication. Each of these reviewing authorities have three duty day to review and submit the PR/ERW to the next level for adjudication.

5.6.2.7 In the codes column of Annex B there are approval authorities annotated for some offenses (See Annex B and the legend at bottom of page). While these approval authorities are optimal, the next or higher authority may override them.

5.6.2.8 Failure to meet the timelines outlined above will result in the PR automatically being sent to the next higher level for adjudication.

5.6.2.9 TAC Officers may be used as investigating officers on Class I and II offenses at the direction of the Commandant.

5.6.2.10 The TAC Officer may make specific recommendations for punishment to the Assistant Commandant for Discipline.
The Assistant Commandant for Discipline will review the Class I or II PR/ERW and either assign punishment (Class IIs or Class IIIs) or make a specific punishment recommendation to the Commandant for a recommendation that a Commandant’s Board or Hearing be convened to recommend punishment.

A cadet requesting a Board has the option of personally presenting the case before the Hearing Officer or allowing the ERW to stand as his/her defense. Cadet Company Commanders and other members of the accused’s Chain of Command should attend the Hearing whenever possible. Hearings will be conducted in accordance with Chapter 11, White Book.

The Assistant Commandant for Discipline will review all Class I and II punishments prior to publication. This review will be for the purpose of ensuring compliance with the provisions of this chapter and to note consistency of punishment and disciplinary trends.

Final decision on punishments will be made by the Commandant when an issue of inconsistency is raised.

5.7 EXPLANATION REQUIRED IN WRITING
5.7.1 Any cadet who is accused of an offense for which a Performance Report (PR) has been written may provide a written explanation of the circumstances surrounding the alleged offense.

There will always be a reason for an offense, but, in most cases, the reason will not excuse the offense. Reasons, which are determined to be beyond the control of the offending cadet or extenuating circumstances, are taken into consideration when determining the appropriate punishment.

These written explanations are known as ERWs and will be found on your electronic PR.

No cadet will prevent or attempt to influence any other cadet from writing an explanation of the circumstances surrounding an alleged offense.

5.8 PUNISHMENTS
5.8.1 Demerits
5.8.1.1 Demerits are punishments awarded either separately or in conjunction with other punishments, such as tours or confinements.
5.8.1.2 Demerits accumulate by month and semester and are not affected by amnesty.
5.8.1.3 Cadets exceeding their authorized demerit allotment during a demerit period (a demerit period is defined as four consecutive weeks) will get one tour for each demerit above the demerit period allotment.
5.8.1.4 Cadets who exceed the authorized demerit totals shown below are subject to disciplinary action and various counseling.
5.8.1.5 The number of demerits a cadet is allowed to accumulate without further penalty is based upon the academic class of the cadet:

<table>
<thead>
<tr>
<th>Academic Class</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourth (C1)</td>
<td>120</td>
<td>240</td>
</tr>
<tr>
<td>Third (C2)</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>Second (3)</td>
<td>90</td>
<td>180</td>
</tr>
<tr>
<td>First (C4 or higher)</td>
<td>80</td>
<td>160</td>
</tr>
</tbody>
</table>

5.8.2 Restrictions
5.8.2.1 CADETS SIGNING FOR RESTRICTIONS ARE STATING THAT THEY HAVE BEEN ON CAMPUS DURING THE PREVIOUS HOUR.
5.8.2.2 Restrictions are automatically awarded to cadets who are assigned cons or tours for the period of time in which they are serving cons or tours.
5.8.2.3 How to sign for and when can be found in the White Book Chapter 7, Section 1.

5.8.3 Confinements: Information on how, where and when to sit Confinements can be found in the White Book Chapter 7, Section 1.

5.8.4 In Season NCAA Optional Confinements on Mondays
5.8.4.1 In-season NCAA Athletes may serve optional punishments (Confinements for Tours) on Mondays from 1500 hrs. to 1800 hrs. and again at 2000 hrs. until 2300 hrs. The cadet must notify his Company Duty Officer that he is serving these optional punishments. Additionally, the Company Duty Officer will keep track of and inspect these cadets each hour. The Company Duty Officer will then provide the ACD with paperwork showing who served these optional confinements, when they served and how many hours they served. The Company Duty Officer and the cadet serving the punishments will sign the paperwork to verify the accuracy of the report. Confinements will be served according to the White Book Chapter 7, Section 1.

5.8.5 Tours
5.8.5.1 Additional information on Tours can be found in the White Book Chapter 7, Section 1.
5.8.5.2 A cadet does not receive credit for improperly walked tours.
5.8.5.3 No other activities are allowed on the quad while tours are being walked, including crossing the quad by class privilege unless on guard duty.
5.8.5.4 Senior Cadets may be allowed to walk accelerated tours at the end of each semester in order to meet the requirements for graduation. Underclassmen can only do accelerated Tours as outlined in the winter and spring memo. Underclassmen may still walk one tour for 2 cons during this period. Accelerated tour instructions are published at the end of each semester.
5.8.5.5 Cadets, who have completed academic requirements for graduation and still have tours to finish, will walk these tours in accordance with accelerated tour instructions. Exceptions to this policy are at the discretion of the Commandant. Diplomas will be awarded only after their punishments are complete.

5.8.6 Accelerated Confinements and Tours

5.8.6.1 Accelerated Confinements and Tours can be served in accordance with the Winter and Summer Furlough orders.

5.8.7 Amnesty

5.8.7.1 Amnesty may be granted by the President of the United States, a foreign Head of State, the Governor of South Carolina, The Citadel Board of Visitors, or The Citadel President.

5.8.7.2 Amnesty applies to all un-served punishments except those designated by this regulation as not qualifying for amnesty. Punishments not qualifying for amnesty are those stating “No Amnesty” in Annex B, plus any offense determined to be substance abuse, alcohol related, hazing, sexual assault or sexual harassment related. Amnesty only applies to events for which a PR has been written and published on the Punishment Orders prior to amnesty being granted.

5.8.7.3 If it is determined that an offense was committed in anticipation of amnesty, then the punishment resulting from that offense will not qualify for amnesty. The Commandant will make this determination.

5.8.7.4 Amnesty does not affect demerit totals.

5.8.8 Confinements for Tours

5.8.8.1 Ordinarily, Tours cannot be worked or walked off, however; cadets who are designated by The Citadel Surgeon as Excused from Military Duties (XMD) serve confinements for tours on a one-for-one basis. XMD Cadets are not allowed to walk tours. Cadets sitting confinements in lieu of tours will initial each tour period with their initials and write “XMD: C’s for T’s” next to their tour line.

5.8.8.2 After a cadet’s last final exam in the Spring Term, they can walk tours for confinements at a one for two credit. A credit of 15 confinements or tours will be awarded during the mid-terms and final exam periods. In-season cadet athlete cadets will also serve confinements for tours on a one-for-one basis while on in-season orders.

5.8.8.3 Confinements will be served for tours on a one-for-one basis during periods of inclement weather, when requested by the Regimental Commander or Cadet Staff Duty Officer and approved by the Assistant Commandant for Discipline.

5.8.9 EMI: EXTRA MILITARY INSTRUCTION

5.8.9.1 Extra military instruction is an alternative disciplinary tool. It can be directed by the Cadet Company Commander and approved by their TAC. EMI is in lieu of a PR. Work will be done in and around the battalion. The only offenses in which EMI may be used as discipline are those punishments are identified with a code (1) after the punishment code. No other offenses are authorized to use EMI.

5.8.10 Work

5.8.10.1 Occasionally cadets are authorized to perform work projects in lieu of confinements and tours. The Assistant Commandant for Discipline must approve these projects.

5.8.10.2 Cadets desiring to work for punishment must submit a work request form through their Chain of Command to the Assistant Commandant for Discipline. Work for confinement and tour credit is offered both by the Battalion TAC and by the Krause Center in their TASC program. Class I punishments that prohibit amnesty or work will NOT be authorized work in any manner. Request for work and credit worksheet can be found on the Commandant’s Web Site under CC form 104 and 16.

5.8.11 CONFINEMENTS FOR TOURS

5.8.11.1 Confinements in lieu of Tours for Academic Deficient Cadets. Cadet will refer to Commandant’s Memo # 8 Dated 17 November 2014 for guidance. Cadets will use CC form 5 Dated November 2014 for permission to sit Confinements In lieu of Tours due to academic deficiency. (The memorandum and form can be found on The Commandant's Web Page.)

5.8.12 Religious Accommodation: Cadets restricted to campus may request Special Leave from their TAC for the purpose of attending Religious Services. The religious service must take place in the greater Charleston area at an established church/temple affiliated with a recognized religious group. The religious service must comply with the religious group’s recognized day of religious observance (E.g., Christian: SUN / Muslim and Jewish: FRI). The Special Orders request must contain the church’s name, address and religious service time. The Special Orders will not exceed 3 hours for compliance with the religious accommodation.

5.8.13 Suspension and Remission of Punishment (Punishments Held in Abeyance)

5.8.13.1 When a cadet who has been awarded a punishment order demonstrates through superior performance of duty and exemplary conduct that the punishment has served its purpose, he/she may be recommended for suspension of not more than one-third of the original award.

5.8.13.2 It is not automatic; a cadet who maintains a good appearance, serves punishments properly, is an asset to the company, and has learned a lesson, may have his/her punishment held in abeyance.

5.8.13.3 If a cadet is presently serving more than one punishment orders, he/she will complete two thirds of the total before abeyance can be applied for.

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5.8.13.4 Letter/memorandum recommendations for punishments being held in abeyance must originate with the cadet and be processed in writing through the Cadet and TAC Chain of Command for approval by the Assistant Commandant for Discipline. The letter/memorandum must include lessons learned by the cadet through the discipline process.

5.8.13.5 Cadets with punishments held in abeyance who finish a two-month period without additional tour/confinement awards will have the suspended tours/confinements remitted when requested in writing through the Cadet and TAC Chain of Authority to the Assistant Commandant for Discipline.

5.8.13.6 Cadets who commit a Class I offense or have three or more unexcused class absences during the semester their punishments are held in abeyance will have the punishments restored to their punishment record.

5.8.14 Appeals

5.8.14.1 Cadets may appeal the award of any punishment received.

5.8.14.2 An appeal is submitted when the cadet feels the final punishment awarded is unjust.

5.8.14.3 No appeal is required when the punishment awarded is determined to be incorrect due to an administrative error.

5.8.14.4 Correction of administrative errors requires the cadet to point out the error either in person or in writing to the Commandant through the channels listed in the appeals chart below.

5.8.14.5 Appeals should focus on the justification for requesting a reduced punishment and not on information which has already been considered by the punishment authority.

5.8.14.6 Appeals must be submitted within 5 working days from the date of the punishment.

Appeals are submitted as shown below:

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>THROUGH</th>
<th>APPELATE AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class III</td>
<td>Commander</td>
<td>Assistant Commandant for Discipline (ACD)</td>
</tr>
<tr>
<td>Class II</td>
<td>Commander</td>
<td>Commandant</td>
</tr>
<tr>
<td>Class I</td>
<td>Commandant</td>
<td>Suspension, Dismissal: President; Expulsion: BOV</td>
</tr>
</tbody>
</table>

5.8.14.7 Unless otherwise authorized by the Commandant, once punishment is awarded and announced, cadets will serve punishments regardless of the status of any appeal.

5.8.15 For Appeals of Suspension, Dismissal or Expulsion refer to the College Regulations Section VI, Paragraph 5 d.

5.8.16 Disciplinary Guidelines

5.8.16.1 Cadets may only depart campus upon the completion of all tours, cons, work, and restrictions.

5.8.16.2 Cadet Athlete Cadets, while on “In-Season” orders will serve confinements in lieu of tours.

Deficient Cadet Athlete Cadets may not take performance overnights.

5.8.16.3 A cadet must be Conduct Proficient at the time of commencement.

5.8.16.4 Underclass cadets who have punishments spanning the academic year, with the approval of the Assistant Commandant for Discipline, may serve punishments during the summer cadre training periods.

5.9 REQUIRED COUNSELING

5.9.1 General

5.9.1.1 Counseling is an integral and very important part of the Cadet Disciplinary System.

5.9.1.2 Counseling is a required function for all cadet rank holders.

5.9.1.3 Behavioral change on the part of cadets can be greatly facilitated through effective counseling on the part of supervisors.

Cadet supervisors are required by the Cadet Leadership Training Program (CLTP) to counsel subordinates concerning their performance.

5.9.1.4 Counseling should be used to reinforce proper behavior as well as to correct improper behavior.

5.9.2 Required Counseling

5.9.2.1 When cadets exceed 50% and 75% of authorized yearly demerit allotment, the respective TAC cadet supervisor will conduct a formal counseling using CC FORM 98, which can be found on the Commandant’s Web Site. When cadets exceed 50% or 75% of authorized semester demerit allotments, they may be referred to a Conduct Review Board (CRB)

5.9.2.2 The CRB is composed of the Company TAC Officer and the Cadet Company Commander or Executive Officer.

5.9.2.3 The purpose of the CRB is to determine whether the cadet should be referred to the Commandant for appearance before a Suitability Board (SB)

5.9.2.4 When cadets exceed 100% of authorized annual demerit allotment, they are required to go before a Conduct Review Board (CRB)
5.9.2.5 Cadets that are not present during the first semester (overseas study/suspension/dismissal/medical leave) will have their second semester demerits treated as though they are annual demerits.

5.9.2.6 Outstanding Performance: Cadets who display outstanding performance are counseled concerning the positive results that accrue from outstanding performance. CC Form 98 will be used and submitted for placement in the cadet’s file.

5.9.2.7 Cadet Counseling: Each Cadet will be counseled 1 time each school year by the Company or Battalion TAC officer. This counseling will be accomplished using CC Form 112. Each of the counseling forms will be submitted for placement in the cadet’s file. Graduating Seniors are not required to conduct this counseling the semester they graduate.

5.10 INVESTIGATIONS AND BOARDS
5.10.1 General
5.10.1.1 Violations or suspected violations of regulations on the part of cadets are reported and the details or facts surrounding the report of an offense are most frequently determined through an ERW and face-to-face sessions between the accused and the Chain of Command or TAC Officers.

5.10.1.2 In Class I Offenses where suspension, dismissal, or expulsion is the maximum punishment, the Commandant shall appoint a Commandant’s Board. In all other Class I cases where there are conflicting versions of the circumstances surrounding the offense, the Commandant may appoint an Investigating Officer (IO) or a Commandant’s Board (CB). If the Commandant does not appoint a Commandant’s Board or an Investigating Officer, a cadet may request a hearing in writing to the Office of the Commandant, which may elect to appoint a CB or investigating officer, in its sole discretion. Only the Commandant of Cadets or his Chief of Staff may appoint an investigating officer.

5.10.1.3 Maximum time limits for scheduling of Hearing or Board may be extended at the discretion of the Commandant.

5.10.1.4 Boards or Hearings may accept testimony by telephone or through the use of video teleconferencing.

5.10.1.5 Boards or Hearings are administrative in nature and therefore do not constitute legal proceedings.

5.10.2 Conduct Review Boards (CRB)
5.10.2.1 The CRB is composed of the Company TAC Officer and the Cadet Company Commander or Executive Officer.

5.10.2.2 The purpose of the CRB is to determine whether the cadet should be referred to the Commandant for appearance before a Suitability Board (SB)

5.10.2.3 When cadets exceed 100% of authorized annual demerit allotment, they are required to go before a Conduct Review Board (CRB)

5.10.2.4 A CRB is a counseling session which consists of the Cadet Company Commander or XO and a TAC Officer along with the cadet and is mandatory for all cadets who exceed 100 yearly demerit allotment

5.10.2.5 In cases where cadets exceed 100 percent of their semester demerit authorizations, the CRB must indicate a specific recommendation by the TAC Officer concerning Suitability Board.

5.10.2.6 A CRB is also required to initiate suspension of cadets whose flagrant disregard for authority has been demonstrated by the receipt of four or more Class I or II Offenses in a semester.

5.10.2.7 The CRB is the only procedure that initiates the Suitability Board process.

5.10.2.8 In all cases where a CRB results in a recommendation for a Suitability Board, the recommendation is done in writing.

5.10.2.9 CRB procedures are in Chapter 11, White Book.

5.10.3 Suitability Boards (SB): Refer to the College Regulations Section VI, Paragraph 3c

5.10.3.1 SBs are convened by The Commandant of Cadets, and administered by their designated representative.

5.10.3.2 The purpose of the SB is to determine whether a referred cadet should be allowed to continue as a cadet, be suspended, or dismissed.

5.10.4 Cadet’s rights for Hearings and Commandant’s Boards
5.10.4.1 Students accused of a violation of disciplinary regulations which may lead to suspension, dismissal, or expulsion are entitled to the following:

To have a fair and prompt hearing before an officer or a board of officers of the College;
To be informed in writing of the offense (the Performance Report is notice of the charges) of which accused, and to have reasonable time to prepare a defense (when feasible, Class I offenses will be heard by a board or hearing after receipt of the ERW. Extensions can be approved at the discretion of The Commandant,);
In all college hearings and boards in which a student faces suspension, dismissal, or expulsion, up to two student “representatives” may represent the student. Representatives must be students in the same academic program as the student facing disciplinary action, i.e., graduate students may not serve as representatives for cadets.
To present information on their own behalf;
To be able to submit a petition of appeal to the proper authority should the decision go against them;
To resign from the College at any time prior to a hearing or an appeal which they have requested.

5.11 REPORTS AND STATEMENTS
5.11.1 When a cadet makes an oral or written report or statement, regardless of circumstance, the report or statement is expected to be true.

5.11.2 Official reports will contain all the relevant facts known to the cadet.

5.11.3 Written reports are to be transmitted complete and unaltered.

5.11.4 Cadets will not use recording devices in investigations without the approval of The Commandant.

5.11.5 In any official investigation directed by the President, the Commandant, or their representatives, cadets are required to answer questions regarding facts within their knowledge. Cadets are not required to incriminate themselves, though failure to answer such a question can be used against them in a Board, Hearing or other resolution of a disciplinary charge against them. Cadets may not refuse to answer a question on the ground that it might incriminate someone else; refusal to answer such a question is disobedience of orders.

5.12 CADET REDUCTIONS AND COMPANY TRANSFERS

5.12.1 Reductions

5.12.1.1 Rank-holding cadets may be immediately relieved of duties when it is determined that one of the following conditions exists:
   - The cadet exhibits poor leadership characteristics
   - Does not set a proper example for subordinates
   - TAC officers or Cadet Company Commanders may reduce cadets in these categories.

5.12.1.2 The Commandant shall only reduce Cadet Commanders, Sergeants Major, and First Sergeants.

5.12.1.3 Battalion TACs will be the reduction authority for all other rank holders.

5.12.1.4 Rank-holding cadets will also be administratively reduced in rank if: The cadet becomes conduct deficient for a tour offense; the cadet becomes physically deficient by failing the CPFT; the cadet becomes academically ineligible by failing to maintain a 2.0 cumulative GPA or failing to be academically aligned with the rank they hold.

   All conduct reductions remain in effect for current semester plus one. Non-rank holding cadets who receive tours are also not eligible to hold rank for the current semester plus one. Physically deficient Cadets become eligible for rank/proficient upon successful passing of a Citadel CPFT (remedial or record). Academic deficient Cadets become eligible for rank/proficient when they achieve a Green status in CAS.

5.12.2 Company Transfers

5.12.2.1 Cadet transfers from one cadet company to another are made under one or more of the following circumstances:
   - If the Cadet exceeds the semester or annual demerit authorization, a transfer may be directed.
   - The Cadet Unit Commander with concurrence of the Company/Battalion TAC Officer recommends to The Commandant through the Chief of Staff that a transfer is required in the interest of good order and discipline within the company. In these cases, transfers within the battalion may be considered. These transfers are approved only as a last resort.
   - Good order and discipline is defined as that conduct which reinforces a positive atmosphere for morale and is a state of order and obedience existing within a command. It involves the ready subordination of the will of the individual for the good of the group.
   - A cadet who can no longer adhere to the tenets of good order and discipline can be considered for transfer but only when there is no other recourse.

5.12.2.2 Cadet Commanders, Sergeants Majors and First Sergeants who are reduced are transferred out of the battalion.

5.12.2.3 Cadets receiving a Class I punishment of 80 tours or more shall receive a battalion transfer.

5.12.2.4 Cadets who return from an academic or administrative discharge with 50 or more hours of punishment will be transferred to a new battalion upon their return.

5.12.2.4.1 All transfers will be permanent.

5.13 Corrective push-ups for upper-class cadets.

5.13.1 Push-ups may be assigned ONLY by TACs, Faculty/Staff, the individual cadet’s Chain of Command (Company Commander, Platoon Leader, First Sergeant, Platoon Sergeant, Squad Leader, and may only be executed within the barracks unless otherwise authorized by a member of The Citadel staff or administration.

5.13.2 Class determines the maximum number of push-ups in a set. The following are the number of pushups that can be assigned:

  5.13.2.1 C-1 Cadets: 30 First Semester; 40 Second Semester
  5.13.2.2 C-2 Cadets: 40
  5.13.2.3 C-3 Cadets: 50
  5.13.2.4 C-4 or higher Cadets: 75

5.13.3 Pushups are to be a continuous 2-count exercise, performed IAW The Citadel Physical Fitness Test standards, with the exception that the new cadets will count the repetitions out loud.

5.13.4 Stopping cadets in the “front leaning rest” position for any period of time is not consistent with the intent of pushups as discipline or motivation and is not authorized.

5.13.5 A space of 15 minutes must be observed between push-up sets.

5.13.6 Push-ups may not be assigned during designated study periods, ESP or periods of General Leave.
5.13.7 Push-ups, or any other physical activity will not be done in cadet rooms at any time. Requests for extracurricular physical training activities must be submitted through the Company Commander to the TAC for approval by the Commandant.
MERITS

1. General. The disciplinary system at The Citadel is designed to modify behavior through a system of training, counseling, rewards, and punishment. This annex provides guidance about cadet rewards in the form of merits. Merits are awarded to cadets whose performance greatly exceeds the established standard. Merits ARE NOT awarded solely with the intent of offsetting demerits.

2. The standard Performance Report (PR) will be used to award merits. The PR will be signed by the awarding authority as shown below and forwarded to the Commandant’s Department for approval. Merits may be awarded as reflected below.

3. Merit Table

<table>
<thead>
<tr>
<th>OUTSTANDING PERFORMANCE</th>
<th>CO</th>
<th>MERI</th>
<th>AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding Room MRI</td>
<td>502</td>
<td>5</td>
<td>TAC/CDT CPT NOTE 1</td>
</tr>
<tr>
<td>Outstanding Room SMI</td>
<td>503</td>
<td>7</td>
<td>TAC/CDT CPT NOTE 1</td>
</tr>
<tr>
<td>Outstanding Leather Shoes</td>
<td>504</td>
<td>3</td>
<td>TAC/CDT CPT NOTE 1</td>
</tr>
<tr>
<td>Outstanding Personal Appearance</td>
<td>505</td>
<td>7</td>
<td>TAC/CDT CPT NOTE 1</td>
</tr>
<tr>
<td>Outstanding Performance of Duty</td>
<td>506</td>
<td>10</td>
<td>TAC/CDT CPT NOTE 1</td>
</tr>
<tr>
<td>Outstanding Academic Performance, No Class Cuts for Semester</td>
<td>517</td>
<td>5</td>
<td>Academic Officer</td>
</tr>
<tr>
<td>Outstanding Academic Performance, Receiving an “A” grade on a test, paper or assignment</td>
<td>519</td>
<td>10</td>
<td>Academic Officer</td>
</tr>
<tr>
<td>Outstanding Academic Performance, GPA between 3.0 to 3.19</td>
<td>518</td>
<td>5</td>
<td>AUTOMATIC NOTE 3</td>
</tr>
<tr>
<td>Outstanding Academic Performance, Gold Stars</td>
<td>507</td>
<td>10</td>
<td>AUTOMATIC NOTE 2</td>
</tr>
<tr>
<td>Outstanding Academic Performance, Dean’s List</td>
<td>508</td>
<td>7</td>
<td>AUTOMATIC</td>
</tr>
<tr>
<td>Outstanding Physical Performance, CPFT Score Of 280-299</td>
<td>509</td>
<td>5</td>
<td>AUTOMATIC NOTE 3</td>
</tr>
<tr>
<td>Outstanding Physical Performance, CPFT Score Of 300 or Higher</td>
<td>510</td>
<td>10</td>
<td>AUTOMATIC NOTE 3</td>
</tr>
<tr>
<td>Outstanding Service</td>
<td>512</td>
<td>10</td>
<td>COMMANDANT, BN TAC</td>
</tr>
<tr>
<td>Outstanding Contribution During Intramurals Member Of Bn Championship Team</td>
<td>511</td>
<td>5</td>
<td>AUTOMATIC NOTE 4</td>
</tr>
<tr>
<td>Battalion Individual Winner Member of Regimental Runner - Up Team</td>
<td>513</td>
<td>5</td>
<td>AUTOMATIC NOTE 4</td>
</tr>
<tr>
<td>Regimental Individual Runner - Up</td>
<td>514</td>
<td>5</td>
<td>AUTOMATIC NOTE 4</td>
</tr>
<tr>
<td>Member of Regimental Championship Team</td>
<td>515</td>
<td>5</td>
<td>AUTOMATIC NOTE 4</td>
</tr>
<tr>
<td>Regimental Individual Champion</td>
<td>516</td>
<td>10</td>
<td>AUTOMATIC NOTE 4</td>
</tr>
</tbody>
</table>

NOTE 1: AUTHORITY TO AWARD IS TAC OFFICER OR HIGHER OR CADET CAPTAIN OR ABOVE.
NOTE 2: GOLD STAR RECIPIENTS DO NOT RECEIVE DEAN’S LIST MERIT AWARD.
NOTE 3: ATHLETIC OFFICERS/ACADEMIC OFFICERS MUST SUBMIT CERTIFIED ROSTERS OF QUALIFYING CADETS.
NOTE 4: AWARDS ARE MADE BASED UPON OFFICIAL STANDINGS REPORTED BY THE DIRECTOR OF INTRAMURALS.
NOTE 5: ALL “A” GRADES MUST BE SUBMITTED IN 5 DAYS.
### 1. Punishment Table

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>CLASS</th>
<th>CODE</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Absent Without Leave (AWOL)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 30 minutes</td>
<td>II</td>
<td>260 (1)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>30 minutes to 4 hours</td>
<td>II</td>
<td>011 (2)</td>
<td>10D/20T</td>
</tr>
<tr>
<td>4 hours to 24 hours</td>
<td>II</td>
<td>010 (3)</td>
<td>20D/40T</td>
</tr>
<tr>
<td>Over 24 hours</td>
<td>I</td>
<td>007</td>
<td>40D/80T and Battalion transfer</td>
</tr>
<tr>
<td>Over 48 hours</td>
<td>I</td>
<td>015</td>
<td>60D/120T and Battalion transfer</td>
</tr>
<tr>
<td><strong>Absent From:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tours; per missed tour</td>
<td>II</td>
<td>020</td>
<td>3D/5T</td>
</tr>
<tr>
<td>Confinement; per missed con</td>
<td>II</td>
<td>021</td>
<td>3D/5C</td>
</tr>
<tr>
<td>Restriction (per hour missed)</td>
<td>II</td>
<td>026</td>
<td>1D/1C</td>
</tr>
<tr>
<td>Required Event (Training, Formation, Parade, LTP , Duty Team Meeting, Guard Mount, Duty Team meeting; others not specified within) [LIST EVENT MISSED ON PR]</td>
<td>II</td>
<td>028 (2)</td>
<td>15/30C</td>
</tr>
<tr>
<td>Class Absences:</td>
<td>II</td>
<td>142</td>
<td>10D/15C</td>
</tr>
<tr>
<td>Leaving class without authority</td>
<td>II</td>
<td>164</td>
<td>3D/3C</td>
</tr>
<tr>
<td>Late to Class</td>
<td>III</td>
<td>151(1)</td>
<td>5D</td>
</tr>
<tr>
<td><strong>Alcohol:</strong> All alcohol offenses and those offenses that are determined to be alcohol related will result in loss of parking privileges for current semester plus one more and forfeiture of parking fees. Those cadets found in violation will also be prohibited from driving on campus for the same period. Finally, a fine of $150 will be levied on those cadets found in violation to cover education and testing related to substance abuse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure to report an alcohol related violation</td>
<td>II</td>
<td>039</td>
<td>20D/40T*</td>
</tr>
<tr>
<td>Alcohol Related Incident on/off Campus</td>
<td>I</td>
<td>040</td>
<td>30D/60T*</td>
</tr>
<tr>
<td>Providing Alcohol to Minor</td>
<td>I</td>
<td>048</td>
<td>40D/80T* and Battalion transfer</td>
</tr>
<tr>
<td>Open Alcohol Container on/off Campus (empty)</td>
<td>II</td>
<td>041</td>
<td>20D/40T</td>
</tr>
<tr>
<td>Possession/Use by Minor off Campus First Offense</td>
<td>II</td>
<td>042</td>
<td>20D/40T*</td>
</tr>
<tr>
<td>Possession/Use by Minor off Campus Second Offense</td>
<td>I</td>
<td>045</td>
<td>60D/120T* and Battalion Transfer</td>
</tr>
<tr>
<td>Possession/Use on Campus First Offense</td>
<td>I</td>
<td>043</td>
<td>40D/80T* and Battalion transfer</td>
</tr>
<tr>
<td>Possession/Use on Campus - Second Offense</td>
<td>I</td>
<td>044</td>
<td>60D/120T* and Battalion transfer</td>
</tr>
<tr>
<td>Charged with a DUI (Write up as Conduct Unbecoming a Cadet)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third or More Cumulative Alcohol Offenses during Cadet career</td>
<td>I</td>
<td>049</td>
<td>DS*; Mandatory Conduct Review Board</td>
</tr>
<tr>
<td><strong>Appearance:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Personal Appearance (any 4 or more below offenses)</td>
<td>II</td>
<td>050 (1)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Improper Uniform Minor (any 2 or more below offenses)</td>
<td>III</td>
<td>052 (1)</td>
<td>3D/5C</td>
</tr>
<tr>
<td>To include but not limited to: Improperly Shined Shoes, Button missing, Defaced Brass or insignia, no nametag or collar insignia, tarnished or scratched brass, unserviceable item, dirty uniform, No or improper haircut or shave. Items must be listed on PR.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**KEY:** D—demerit; C—confinement; T—tour; S—suspension; DS—dismissal; E—expulsion;

*no amnesty; $—pay for damages; (1)=Company Commander Adjudicates;
(2)=Company TAC Adjudicates; (3)=Battalion TAC Adjudicates
<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>CLASS</th>
<th>CODE</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized activity in uniform: to include but not limited to:</td>
<td>II</td>
<td>062 (1)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Smoking, Chewing, or Eating in uniform outdoors, Failure to wear cover,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>wearing someone else’s nametag (item must be listed on PR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barracks/Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breach of Barracks, i.e., unauthorized departure from barracks</td>
<td>I</td>
<td>070</td>
<td>40D/80T and Battalion transfer</td>
</tr>
<tr>
<td>Unauthorized Selling (T-shirts, food, etc.)</td>
<td>II</td>
<td>073 (3)</td>
<td>20D/40T</td>
</tr>
<tr>
<td>Tampering with locks, gates window security screens,</td>
<td>II</td>
<td>069 (3)</td>
<td>20D/40T $</td>
</tr>
<tr>
<td>door handles, floors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bringing unauthorized person(s) into room/barracks</td>
<td>I</td>
<td>380</td>
<td>60D/120T and Battalion transfer</td>
</tr>
<tr>
<td>Upper-class cadet visiting in a fourth class cadet’s room after</td>
<td>II</td>
<td>413 (2)</td>
<td>5D/10T</td>
</tr>
<tr>
<td>Taps; Upper Class Cadet in Fourth Class Cadet’s room during ESP or</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>vice versa/Upper Class Cadet in Fourth Class Cadet’s room other than</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the cadet’s Chain of Command for official business only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure to comply with open door/lights on policy when a cadet</td>
<td>I</td>
<td>414</td>
<td>30D/60T</td>
</tr>
<tr>
<td>other than a roommate, regardless of gender, or a member of the</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Class Cadet in a Fourth Class Cadet’s room or vice versa</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room unprepared for inspection</td>
<td>II</td>
<td>325 (2)</td>
<td>10D/15T</td>
</tr>
<tr>
<td>Failure to report and obtain OSD number for room damage</td>
<td>II</td>
<td>326 (2)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Failure to report unauthorized person in barracks</td>
<td>I</td>
<td>381</td>
<td>60D/120T and Battalion transfer</td>
</tr>
<tr>
<td>Visiting during unauthorized times</td>
<td>II</td>
<td>385 (1)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Stayed overnight in another cadet’s room w/o authorization</td>
<td>I</td>
<td>369</td>
<td>40D/80T and Battalion transfer</td>
</tr>
<tr>
<td>Entering a vacant/empty room</td>
<td>II</td>
<td>382 (1)</td>
<td>10D/20C</td>
</tr>
<tr>
<td>Room in gross disorder (4 or more distinct items listed below)</td>
<td>II</td>
<td>384 (1)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Room in disorder (3 or less distinct items listed below</td>
<td>III</td>
<td>328 (1)</td>
<td>10D</td>
</tr>
<tr>
<td>To include but not limited to: Room improperly arranged; Valuables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>unsecured; Rifle not locked in rack; Room not secure; In bed during</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>unauthorized time; Appliance on-room unoccupied, Bed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>not/improperly made, Dirty Sink, Dirty item in room, dusty room,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor not/improperly swept, item(s) displayed improperly, no class</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>card on door, no room orderly posted, pictures/posters etc. on wall,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>dirty/dusty adjacent gallery, trash in transom/window sill/ trash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>can, unauthorized item in room, incorrect or no name tag or CWID#</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creating a disturbance in room (Loud music, TV, talking, etc.)</td>
<td>III</td>
<td>389 (1)</td>
<td>10D</td>
</tr>
<tr>
<td>Unauthorized late lights</td>
<td>III</td>
<td>395 (1)</td>
<td>10D</td>
</tr>
<tr>
<td>Room improperly arranged</td>
<td>III</td>
<td>400 (1)</td>
<td>10D</td>
</tr>
<tr>
<td>Sweeping/throwing trash onto galleries</td>
<td>III</td>
<td>401 (1)</td>
<td>5D</td>
</tr>
<tr>
<td>Valuables unsecured</td>
<td>III</td>
<td>404 (1)</td>
<td>10D</td>
</tr>
<tr>
<td>In bed during unauthorized time (MRI)</td>
<td>II</td>
<td>405 (1)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Unauthorized electrical appliance</td>
<td>II</td>
<td>327 (2)</td>
<td>10D/20C</td>
</tr>
<tr>
<td>Failure to secure room</td>
<td>II</td>
<td>444 (1)</td>
<td>10D/20C</td>
</tr>
<tr>
<td>Clothing/Uniform</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unauthorized wearing of civilian Clothing First Offense</td>
<td>II</td>
<td>083 (1)</td>
<td>10D/20T%</td>
</tr>
<tr>
<td>Second Offense and greater</td>
<td>II</td>
<td>080 (2)</td>
<td>20D/40T%</td>
</tr>
<tr>
<td>Improper wear of uniform (includes Blazer uniform)</td>
<td>II</td>
<td>084 (2)</td>
<td>10D/20C #</td>
</tr>
<tr>
<td>Unauthorized Civilian Clothing in room</td>
<td>II</td>
<td>086 (1)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Driving on/off campus in other than prescribed leave uniform.</td>
<td>II</td>
<td>178 (1)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Use of cell phone in uniform outside barracks</td>
<td>II</td>
<td>179 (1)</td>
<td>10D</td>
</tr>
</tbody>
</table>

Key: %--Cadets caught in unauthorized civilian clothes or improper uniform will be required to wear the seasonal leave uniform (does NOT include BLAZERS) whenever outside the barracks until their punishments are complete. Cadets found wearing a back pack in uniform will be required to wear the back pack with a 50lb bag of sand in it for 7 days
| Conduct unbecoming a cadet | I | 087 | E*+ |
| Bringing discredit to The Citadel | I | 088 | DS* |
| Misappropriation of funds | I | 290 | DS* |

| Assault | I | 150 | Expulsion* |

Disruptive behavior on campus: Specify location on PR (i.e. classroom, barracks, etc.)

| Major | II | 104 (3) | 20D/40T |
| Minor | II | 089 (2) | 10D/20C |

| Hazing or Toleration of Hazing | I | 200 | E* |
| Failure to report Hazing or Fourth-class system violations | I | 202 | 40D/80T* and Battalion Transfer |
| Obscene language/gestures in public: | II | 300 (2) | 10D/20C |
| Late to Formation | III | 261 | 5D |
| Inappropriate conduct | II | 094 (2) | 10D/20T |
| Branding, Self | I | 097 | 40D/80T and Battalion Transfer |
| Sitting in car during ESP | II | 254 (1) | 5D/10C |
| Tampering with or damaging Fire Safety Equipment | I | 386 | 40D/80T and Battalion Transfer |
| Interfering or obstructing a disciplinary investigation | I | 006 | 60D/120T and Battalion Transfer |
| Pornography | I | 330 | 30D/60T |
| Serious Sexual Activity on Campus | I | 105 | E*+ |
| Sexual Harassment or Sexual Violence | I | 410 | E* |
| Toleration of Sexual Harassment | I | 415 | 60D/120T* and BN Transfer |
| Public display of affection in uniform | III | 350 (1) | 5D/10C |
| Spitting in other than proper receptacle | III | 409 (2) | 5D/10C |
| Disrespect to anyone in authority | II | 106 | 20D/40T |
| Disrespect To a College Official | I | 108 | DS* |
| To a member of the Guard in accomplishment of duties | I | 102 | S* |
| Insubordination | I | 100 | S* |
| Undermining the Chain of Command | I | 013 | 60D/120T and Battalion Transfer |
| Direct threat to a cadet superior officer or NCO | I | 101 | 30D/60T |
| Failure to render proper military courtesies: | II | 092 (1) | 5D/10C |
| Improper Tour | II | 351 (1) | 3D/2T no credit for tour |
| Improper Con | II | 352 (1) | 3D/2C no credit for con |
| Indecent Exposure | I | 230 | E* |
| Gross Poor Judgment | II | 250 (3) | 20D/40T |
| Poor Judgment | II | 252 (3) | 10D/20C |
| Discrimination | I | 360 | 30D/60T+ |

| Drugs | I | 110 | E* |
| Inappropriate use of prescription drugs by a cadet for whom the drug is prescribed by a physician | I | 111 | 30D/60T* |
| Acts which support or encourage prohibited/controlled substance use | I | 112 | 30D/60T* |
| Bartering, trading, giving, soliciting or receiving prescription drugs to or from another cadet | I | 107 | E* |

**KEY:** D - demerit; C - confinement; T - tour; S - suspension; DS - dismissal; E - expulsion;

*no amnesty; +diversity training $ - pay for damages; # if Blazer Uniform, the Blazer will be not be worn by the offending cadet for 30 days; (1)=Company Commander Adjudicates; (2)=Company TAC Adjudicates; (3)=Battalion TAC Adjudicates
<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>CLASS</th>
<th>CODE</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty</td>
<td>II</td>
<td>121 (3)</td>
<td>10D/20T</td>
</tr>
<tr>
<td>Duty</td>
<td>II</td>
<td>122 (2)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Abuse of Authority/Intimidation</td>
<td>Major</td>
<td>I</td>
<td>030</td>
</tr>
<tr>
<td>Abuse of Authority/Intimidation</td>
<td>Minor</td>
<td>II</td>
<td>031 (3)</td>
</tr>
<tr>
<td>Explosives/Firearms/Ammunition:</td>
<td>Unauthorized possession/use on campus</td>
<td>I</td>
<td>130</td>
</tr>
<tr>
<td>Explosives/Firearms/Ammunition:</td>
<td>Unauthorized use of fireworks on campus (include MRE bombs)</td>
<td>I</td>
<td>132</td>
</tr>
<tr>
<td>Explosives/Firearms/Ammunition:</td>
<td>Failure to properly register firearms and/or ammo</td>
<td>I</td>
<td>133</td>
</tr>
<tr>
<td>Explosives/Firearms/Ammunition:</td>
<td>Possession of a dangerous weapon (other than firearm on campus)</td>
<td>II</td>
<td>430</td>
</tr>
<tr>
<td>Explosives/Firearms/Ammunition:</td>
<td>Membership in extremist organization/gang</td>
<td>I</td>
<td>140</td>
</tr>
<tr>
<td>Explosives/Firearms/Ammunition:</td>
<td>Possession of a false ID card</td>
<td>I</td>
<td>141</td>
</tr>
<tr>
<td>Fourth Class System Upper Class Violations</td>
<td>Major (e.g. but not limited to: unauthorized physical activity; running of stairs; satellites; Depriving Knobs of food; etc.)</td>
<td>I</td>
<td>160</td>
</tr>
<tr>
<td>Fourth Class System Upper Class Violations</td>
<td>Minor: To include but not limited to Upper Class getting within arm length of a Fourth Class Cadet, Upper-class borrowing any item from 4th class</td>
<td>II</td>
<td>161 (3)</td>
</tr>
<tr>
<td>Fourth Class System Upper Class Violations</td>
<td>Leadership - Violation of the Citadel Training Model (CTM) Standards</td>
<td>II</td>
<td>272 (2)</td>
</tr>
<tr>
<td>Fourth Class System Upper Class Violations</td>
<td>Denying cadet authorized privilege (including wear of company letter)</td>
<td>II</td>
<td>177 (2)</td>
</tr>
<tr>
<td>4th Class Violations; Indifference to fourth class-system</td>
<td>Major Specify offense on PR</td>
<td>II</td>
<td>162 (3)</td>
</tr>
<tr>
<td>4th Class Violations; Indifference to fourth class-system</td>
<td>Minor Specify offense on PR</td>
<td>II</td>
<td>163 (3)</td>
</tr>
<tr>
<td>To include but not limited to: Failure to know Fourth Class knowledge, Failure to walk at attention, failure to give right of way, improper position of attention, laxity on gallery, unauthorized uniform on gallery, unauthorized use of steps, walking in an unauthorized area; etc.</td>
<td>Fraternization</td>
<td>II</td>
<td>180 (3)</td>
</tr>
<tr>
<td>To include but not limited to: Failure to know Fourth Class knowledge, Failure to walk at attention, failure to give right of way, improper position of attention, laxity on gallery, unauthorized uniform on gallery, unauthorized use of steps, walking in an unauthorized area; etc.</td>
<td>Gambling</td>
<td>II</td>
<td>190 (3)</td>
</tr>
<tr>
<td>To include but not limited to: Failure to know Fourth Class knowledge, Failure to walk at attention, failure to give right of way, improper position of attention, laxity on gallery, unauthorized uniform on gallery, unauthorized use of steps, walking in an unauthorized area; etc.</td>
<td>Haircutting, possession of barber equipment/cutting own hair or cutting another cadet’s hair (anywhere on campus)</td>
<td>II</td>
<td>191 (2)</td>
</tr>
<tr>
<td>Leave/Pass</td>
<td>Abuse of leave/pass/No CP</td>
<td>II</td>
<td>270 (1)</td>
</tr>
<tr>
<td>Leave/Pass</td>
<td>Failure to sign in/out</td>
<td>II</td>
<td>271 (1)</td>
</tr>
</tbody>
</table>

KEY: D - demerit; C - confinement; T - tour; S - suspension; DS - dismissal; E - expulsion;
*no amnesty; $ - pay for damages, (1) = Company Commander Adjudicates; (2) = Company TAC Adjudicates; (3) = Battalion TAC Adjudicates
<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>CLASS</th>
<th>CODE</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized taking of food</td>
<td>II</td>
<td>280 (1)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Depriving any cadet of food (including beverage/condiments, etc.)</td>
<td>I</td>
<td>282</td>
<td>40D/80T* and Battalion Transfer</td>
</tr>
<tr>
<td>Uncertified Mess Carver at head of Mess/Unauthorized Upper Class Cadet at 4th Class Mess</td>
<td>II</td>
<td>283 (1)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Orders:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct disobedience of a lawful order</td>
<td>I</td>
<td>310</td>
<td>DS*</td>
</tr>
<tr>
<td>Avoiding strict compliance with a lawful order:</td>
<td>II</td>
<td>311 (2)</td>
<td>10D/20T</td>
</tr>
<tr>
<td>Failure to report as ordered</td>
<td>II</td>
<td>313 (1)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Abuse of privileges</td>
<td>II</td>
<td>320 (2)</td>
<td>15D/30C</td>
</tr>
<tr>
<td>Assumption of unearned privilege</td>
<td>II</td>
<td>322 (2)</td>
<td>20D/40C</td>
</tr>
<tr>
<td>Property - Deliberate damage to personal or school property:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major</td>
<td>I</td>
<td>340</td>
<td>60D/120T $ &amp; Battalion transfer</td>
</tr>
<tr>
<td>Minor</td>
<td>II</td>
<td>341 (3)</td>
<td>10D/20T $</td>
</tr>
<tr>
<td>Rifle:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unauthorized removal from campus</td>
<td>I</td>
<td>370</td>
<td>DS*</td>
</tr>
<tr>
<td>Rifle not locked in rifle rack</td>
<td>II</td>
<td>376 (1)</td>
<td>10D/10C</td>
</tr>
<tr>
<td>Leaving unsecured (other than rifle rack)</td>
<td>II</td>
<td>371 (1)</td>
<td>10D/10T</td>
</tr>
<tr>
<td>Failure to know rifle/butt number</td>
<td>III</td>
<td>372 (1)</td>
<td>3D</td>
</tr>
<tr>
<td>Loss of government weapon</td>
<td>I</td>
<td>134</td>
<td>S*</td>
</tr>
<tr>
<td>Rusty, Dusty, Dirty</td>
<td>III</td>
<td>373 (1)</td>
<td>7D</td>
</tr>
<tr>
<td>Repeated Minor Offenses:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awarded by Company CO</td>
<td>II</td>
<td>440 (1)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Awarded by Battalion CO</td>
<td>II</td>
<td>441 (1)</td>
<td>8D/16C</td>
</tr>
<tr>
<td>Awarded by Regimental CO</td>
<td>II</td>
<td>442 (1)</td>
<td>10D/20C</td>
</tr>
<tr>
<td>Awarded by TAC Officer</td>
<td>II</td>
<td>443 (2/3)</td>
<td>10D/20T</td>
</tr>
<tr>
<td>Tobacco (includes toleration of violation of the policy)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violation of the tobacco policy first offense</td>
<td>III</td>
<td>002 (3)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Violation of the tobacco policy Second offense</td>
<td>II</td>
<td>003 (2)</td>
<td>10D/25C</td>
</tr>
<tr>
<td>Violation of the tobacco policy Third or more offense</td>
<td>II</td>
<td>004 (1)</td>
<td>10D/20T</td>
</tr>
<tr>
<td>Unauthorized Employment:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major (Off Campus)</td>
<td>I</td>
<td>420 (3)</td>
<td>30D/60T</td>
</tr>
<tr>
<td>Minor (On Campus)</td>
<td>II</td>
<td>421(3)</td>
<td>20D/40T</td>
</tr>
<tr>
<td>Vehicles:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic Offense on Campus</td>
<td>II</td>
<td>075 (3)</td>
<td>10D/20C</td>
</tr>
<tr>
<td>Failure to stop at gate when required/Lost Decal</td>
<td>II</td>
<td>077 (3)</td>
<td>10D/20T and loss of parking privilege for current semester + 1</td>
</tr>
<tr>
<td>Parking decal improperly displayed</td>
<td>II</td>
<td>071</td>
<td>10D/20C</td>
</tr>
<tr>
<td>Parking in unauthorized space (on-campus)</td>
<td>II</td>
<td>078 (3)</td>
<td>10D/20C</td>
</tr>
<tr>
<td>Sitting in car during ESP</td>
<td>II</td>
<td>254 (1)</td>
<td>5D/10C</td>
</tr>
<tr>
<td>Repeated parking violations (more than 2)</td>
<td>II</td>
<td>074(3)</td>
<td>15D/30C</td>
</tr>
<tr>
<td>Parking in a restricted area/surrounding streets in the vicinity of The Citadel campus</td>
<td>II</td>
<td>076</td>
<td>20D/40C</td>
</tr>
<tr>
<td>Registration violation (unregistered on campus)</td>
<td>II</td>
<td>079 (3)</td>
<td>20D/40T and loss of parking privilege for current semester + 1</td>
</tr>
<tr>
<td>Unauthorized use on campus</td>
<td>II</td>
<td>081 (3)</td>
<td>5D/10T</td>
</tr>
<tr>
<td>Four or more vehicle offenses</td>
<td>II</td>
<td>082(3)</td>
<td>20D/40T and loss of parking privilege for current semester + 1</td>
</tr>
</tbody>
</table>
THE CITADEL
THE MILITARY COLLEGE OF SOUTH CAROLINA
CHARLESTON, SOUTH CAROLINA

Consent to Drug Testing

I hereby acknowledge that I have been advised of The Citadel’s “Policy on Hallucinogenic, Narcotic, and Other Controlled Drugs and Substances and Drug Paraphernalia and Drug Testing Policy.” I hereby further acknowledge that I am aware of the following specific requirements of that policy (initial each item in the space provided indicating you have read it):

- The Citadel will not tolerate the possession, solicitation, distribution, sale, or use of hallucinogenic, narcotic or other controlled drugs or substances of drug paraphernalia.

- Violation of The Citadel’s policy on controlled drugs and substances and drug paraphernalia may result in my being expelled from The Citadel.

- I may be required to submit to unannounced random drug testing during the academic year.

- I may be directed to submit to drug testing by officials of The Citadel if a reasonable suspicion of drug use by me exists.

- Refusal to submit to drug testing in accordance with The Citadel Drug Testing Policy will be regarded as the equivalent of a positive drug test and can also result in my being expelled from The Citadel.

**********

I have read and I understand The Citadel’s “Policy on Hallucinogenic, Narcotic, and Other Controlled Drugs and Substances and Drug Paraphernalia,” and by signing this form I agree to abide by the terms of that Policy, and I hereby agree to The Citadel Drug Testing Policy, and I consent to be tested for controlled drugs and substances as required by that policy. I further agree that refusal to submit to testing as required by The Citadel Drug Testing Policy may subject me to being expelled from The Citadel.

__________________________________________
Print Full Name

__________________________________________
Signature by Cadet

__________________________________________
Street Address

__________________________________________
Signature by Parent/Guardian (if minor)

__________________________________________
City State Zip code
STATEMENT

REQUIREMENT TO REPORT HAZING

a. Hazing is behavior which is inconsistent with The Citadel Core Values and dangerous to the well-being of others. Hazing is prohibited. Hazing is a violation of South Carolina Law and Citadel Regulations and is punishable by up to expulsion from The Citadel. Allowing any hazing to occur, condoning acts of hazing, or failure to immediately stop an incident of hazing where direct physical injury is most likely is also punishable by up to expulsion from The Citadel.

b. Hazing is defined as a wrongful striking, an unauthorized laying hand upon, threatening with violence, or offering to do bodily harm by any student to another student, or any other unauthorized treatment by one student toward another student of a tyrannical, abusive, shameful, insulting, or humiliating nature; or otherwise requiring any student to perform any personal service for another student except as specifically provided for in Cadet Regulations.

c. I have read the Blue Book Regulations, and understand that unauthorized physical activity may be considered hazing.

(From The Blue Book Regulations, dated 1 July 2015)

I, Cadet___________________________________________________________,

(LEGIBLY Print Name- Last, First, MI)

state that I understand the above definition of hazing and that I further understand that I have a personal responsibility to report known instances of hazing. I also understand that I can report known instances of hazing knowing that any instances of retribution against me will be dealt with swiftly and severely by The Commandant.

Signature: _______________________________________________________

CWID:______________________________

Date:______________________________

Company:_________________________

CC Form 110 (July 2015)
WEAPONS ON CAMPUS

ACKNOWLEDGMENT

I understand that, except in certain circumstances, firearms are prohibited on the campus of The Citadel. As a cadet at The Citadel, I understand I am authorized to possess a Citadel-issued M-1, M-14 and/or Springfield rifle in my barracks room. If I have a concealed weapons permit issued by the State of South Carolina, or a reciprocal state, I am authorized to store a pistol in my vehicle, in accordance with S.C. Code Ann. 16-23-420 and 23-31-210 (described below). Otherwise, I understand that South Carolina law prohibits me from possessing a firearm on campus, including but not limited to a pistol, rifle, shotgun, and any other device “that propels a projectile through the energy of an explosive.” I understand that possession of a firearm on campus is a felony, punishable by a fine of up to five-thousand ($5,000) dollars and/or incarceration for up to five (5) years. Furthermore, law enforcement must confiscate and dispose of the weapon.

I understand that I may store a privately owned firearm or firearms in the Arms Room in Jenkins Hall. I must obtain written permission from the Commandant, and I must register each weapon with the College Armorer.

I understand that I may also store a privately owned firearm with Public Safety, but only on a temporary basis, and only when the Arms Room is unavailable. I must deliver the firearm to Public Safety at Lesesne Gate before proceeding onto campus.


S.C. Code Ann. 16-23-420 prohibits everyone, other than law enforcement officials and personnel specifically authorized by the President of The Citadel, from carrying or possessing any firearm, or any other weapon, on campus. Although Section 16-23-420 allows individuals who have a South Carolina concealed weapons permit, pursuant to S.C. Code Ann. 23-31-10, et. seq., to keep a “concealable weapon” in their vehicles, that statute only applies to limited types of weapons. Pursuant to S.C. Code Ann. 23-31-210, a “concealable weapon” is a firearm that is less than twelve (12) inches long. The statutes do not authorize individuals to carry or possess any other weapons on campus, to include rifles, shotguns, and other similar weapons. Further, individuals with a concealed weapons permit must keep the weapons locked in a closed container, closed glove compartment, closed console, or closed trunk.

Print Name: _____________________________

Signature: _______________________________

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1 S.C. Code Ann. 16-23-420
2 S.C. Code Ann. 16-23-405 (A)
3 S.C. Code Ann. 16-23-420
4 S.C. Code Ann. 16-23-405(B)
5 White Book, Section 6-6.