

FOURTH CLASS WITHDRAWAL PROCEDURE

This form must be completed in its entirety prior to receiving REQUEST FOR DISCHARGE (Yellow Card) from the Registrar's Office.

Part I: General Information (TO BE COMPLETED BY THE 4TH CLASS CADET).

Name: _____ Company: _____ CWID#: _____

Participated in Weekend Visit: NO YES Participated in CSI Program: NO YES

NCAA Athlete? : NO YES (Sport _____)

ROTC: Air Force Army Navy/Marine

State of legal residence: _____ Major: _____ SAT/ACT Score: _____

Scholarship recipient? NO YES (Name of scholarship _____)

Parent or Guardian Name: _____

Address: _____

Cell Phone #: _____

Home/Work Phone #: _____

Why did you choose to attend The Citadel? _____

Why are you choosing to withdraw from The Citadel? _____

■ *Have you been subjected to any violation of the Fourth Class System?* ***I have /** **I have not**

**Have you been prevented from eating enough, been verbally or physically abused, been interrupted during ESP or when sleeping, or any other violation you deem inappropriate? (If so, please state all pertinent facts to include what, when, how, and by whom on an attached sheet).*

■ *Have you been sexually harassed, abused or assaulted?* **NO** **YES**

■ *Have you been hazed ?* **NO** **YES**

If yes, how, when, and by whom?

■ *Have you been discriminated against based on gender, race, ethnicity, or sexual orientation?* **NO** **YES**

If yes, how, when, and by whom?

Have you told your parents about your decision to withdraw? NO YES- If yes, when? _____

Do your parents support your decision? NO YES

Cadet's signature: _____ Date: _____

PART II (Continue comments on back if needed):

➤ **Cadet Company Commander:** _____ *Concur* _____ *Non-concur*

COMMENTS: _____

Signature: _____ Date: _____

➤ **Company Tactical Officer:** _____ *Concur* _____ *Non-concur*

COMMENTS: _____

Signature: _____ Date: _____

➤ **Battalion Tactical Officer:** _____ *Concur* _____ *Non-concur*

Contacted Parents: YES NO (**Must be contacted before seeing the Chief of Staff**)

COMMENTS: _____

Signature: _____ Date: _____

PART III: Counseling Center:

I have interviewed this cadet and forward this request with the following comment(s) and recommendation(s):

Signature: _____ Date _____

PART IV: Chief of Staff OR Assistant Commandant:

I have interviewed this cadet and forward cadet's request with the following comment(s) and recommendation(s):

The consent (telephone call by BN TAC) of the cadet's parents/guardian *has been* *has not been* obtained.

Request/Direct that the cadet report to:

- CARE Chaplain Infirmary Coach PMS PAS PNS (Scholarship cadets)
 - Director of Multicultural Student Services & International Studies (Mandatory for CSI or International Cadets)
- (If cadet is referred to any of the above please fill out Part V below. If not, go directly to Part VI).

Chief of Staff or Asst. Commandant's Signature: _____ Date: _____

PART V: Referral comments from Part IV (if more than one referral, as indicated in Part IV above, continue additional referral(s) on back and include the ➤ below)

I have interviewed this cadet and forward this request with the following ➤comment(s) and ➤recommendation(s):

➤Name/Signature: _____ ➤Date _____

PART VI: Office of the Provost:

I have interviewed this cadet and forward this request with the following comment(s) and recommendation(s):

Signature: _____ Date _____

PART VII: Executive Assistant to the President:

Signature: _____ Date _____

Part VIII: Admissions:

Signature: _____ Date _____

PART IX: Go to Registrar's Office and pick up REQUEST FOR DISCHARGE (Yellow Card):

Signature: _____ Date _____