

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 2-12

31 July 2009

PROCEDURES FOR HANDLING DISCHARGED CADETS

1. PURPOSE

The purpose of this Memorandum is to provide a uniform system for handling cadets who have been suspended, dismissed, or expelled from The Citadel for honor or disciplinary reasons.

2. REFERENCE

S.C. Code Ann. § 59-121-50 (Law Co-op, 1976)

3. POLICY

- A. Disposition of cadets who are notified of suspension, dismissal, or expulsion for honor or disciplinary reasons and are in a waiting period to appeal, or who have appealed and are awaiting results of the appeal:
1. These cadets will be housed in the barracks and observe normal Corps routine unless the Commandant of Cadets determines that health, safety, or morale reasons dictate they should be separated from the Corps and housed in neutral quarters. In the temporary absence of the President and the Provost and Dean of the College, the Commandant may remove a cadet from campus for the aforementioned reasons.
 2. If, at any time during the above mentioned waiting period, a cadet decides to resign, he or she will be escorted by a cadet through out-processing. The Executive Assistant to the President is responsible for notifying the Assistant Commandant of Cadets for Discipline, who is responsible for providing the escort. If a cadet should report unannounced to the Registrar's Office to resign, the Executive Assistant to the President will be immediately notified as the resignation process is initiated.

3. When out-processing is completed, the cadet escort will report with the departing cadet to the Assistant Commandant of Cadets for Discipline. That office will insure the departing cadet clears his/her personal belongings from the barracks and billet him/her in the neutral quarters overnight if necessary. The Commandant's Department will be responsible for insuring the cadet's prompt departure from campus and for notifying the Executive Assistant to the President.

B. Disposition of cadets who have exhausted all appeal rights and for whom suspension, dismissal, or expulsion has become final:

1. The Executive Assistant to the President will immediately notify the Assistant Commandant of Cadets for Discipline to provide an escort for the discharged cadet.

2. When out-processing is completed, the cadet escort will report with the discharged cadet to the Assistant Commandant of Cadets for Discipline. That office will insure the cadet clears his/her personal belongings from the barracks and billet the departing cadet in the neutral quarters overnight if necessary. The Commandant's Department will be responsible for insuring the cadet's prompt departure from campus and for notifying the Executive Assistant to the President.

4. **NOTES**

A. Dates of official enactment and amendments:

Approved by Director of Citadel Staff on 30 July 2009

B. Responsible Department:

Office of the President

C. Responsible Official:

Executive Assistant to the President

D. Cross References

None

5. RESCISSION

Memorandum No. 5, dated 17 August 2005, is rescinded.

FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ
Colonel, USA, Retired
Director of The Citadel Staff