

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, S.C. 29409

MEMORANDUM
NUMBER 7

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REGULATIONS FOR NON-CADET STUDENTS
AND
CADETS IN DAY STUDENT STATUS
FOR FALL AND SPRING SEMESTERS
AND
ALL STUDENTS
FOR MAYMESTER AND SUMMER SCHOOL
AND
BARRACKS REGULATIONS FOR MAYMESTER AND SUMMER SCHOOL

1. INTRODUCTION:

With the approval of the President, the Provost/Designee, or the Commandant of Cadets, as appropriate, prescribes such rules and regulations as are necessary for the good government and well being of the College during the academic year, Maymester, and summer school. Such rules and regulations will be consistent with the current edition of "*College Regulations*."

The Provost/Designee is responsible for the policies and procedures for addressing matters of discipline for non-cadet students and cadets in Day Student Status during the academic year and for non-cadet students and for cadets and cadets in Day Student Status who are not living in the barracks but are enrolled in classes during Maymester or summer school or are working for The Citadel during a period of furlough for the Corps of Cadets. These policies and procedures are presented in this document.

The Commandant of Cadets is responsible for the policies and procedures for addressing matters of discipline for members of the Corps of Cadets at all times and for the discipline of all students, including non-cadets and cadets in Day Student Status, residing in the barracks while attending Maymester or summer school or working for The Citadel during a period of furlough for the Corps of Cadets. These policies and procedures for members of the Corps of Cadets are presented in the "Blue Book." The policies and procedures for all students living in the barracks while attending Maymester or summer school or while working for The Citadel during a period of furlough for the Corps of Cadets are presented in this document and in "Regulations for Barracks Life." During Maymester and summer school, the Commandant keeps the Provost informed

regarding disciplinary matters, and recommendations for suspension, dismissal, or expulsion are sent to the President through the Provost.

Matters of honor for the Corps of Cadets during the academic year are addressed in the "*Cadet Honor Manual*."

The Provost/Designee is responsible for the policies and procedures addressing matters of academic integrity for non-cadet students and cadets in Day Student Status during the academic year and all students who are attending Maymester or summer school.

2. GENERAL INFORMATION:

A. I.D. Cards: At the time of registration, each student must have a Citadel Identification Card made. An appropriate sticker will be affixed to the ID card to indicate the term for which the student is enrolled. These ID cards will be used for library purposes and for identification purposes when using campus facilities. The first ID card is free; the student must pay for each replacement card.

B. Activities and Facilities:

1) Students who have paid the College Fee are accorded the privilege of participating in all activities of the College and using all facilities of the College, except the barracks and infirmary, on the same basis as cadets.

2) Parking decals will be issued for a nominal fee by the Office of Public Safety.

3) Students should pick up their athletic tickets at the Ticket Office, McAlister Field House. Tickets are given at no charge to students who have paid the College Fee, but ID cards must be presented.

4) The Citadel Laundry, Dry Cleaners, and Tailor Shop are available on a cash basis. Students will pay cash for services at the time of delivery.

5) The Citadel Infirmary's primary mission is to provide medical care to The Citadel Corps of Cadets during the regular academic year and boarding students during The Citadel's Summer Sessions. Given the limited staffing of The Citadel Infirmary, the Infirmary is not able to provide primary health care for non-boarding students. These students should ensure that they have selected a primary health care provider from among the many qualified physicians in

the Charleston area. Emergency cases are immediately referred to the appropriate hospital or physician in the Charleston area.

C. Communications:

1) Special Bulletin Boards are maintained across from the Post Office and in the Student Lounge area of Mark Clark Hall for the purpose of disseminating information to students. Students are expected to check these boards daily and are responsible for complying with instructions posted thereon.

2) In order to provide for timely communication between officials of the College and students, each student is assigned an e-mail account and is expected to check this account at least once each week and reply promptly to official communications.

D. Safety and Security:

1) Citadel Public Safety Officers are State constables and are charged with enforcing all State Laws and all College rules. Their jurisdiction includes the campus and areas contiguous to the campus. These officers are available to provide assistance as needed.

2) All automobiles must be registered as appropriate with the Director of Public Safety, and traffic regulations must be adhered to.

3) Two- and three-wheeled motorized vehicles may not be operated on campus. There is limited parking for such vehicles near Lesesne gate.

4) All crimes, thefts, dangerous situations, injuries, etc. will be reported to the Public Safety Officer on duty as quickly as possible.

5) The Director of Public Safety operates a lost and found service.

E. Student Support Programs, Services, and Activities:

The student support programs, services, and activities offered by The Citadel complement and support students' academic development by:

- promoting discipline, responsibility, character development, and self-confidence;
- equipping students with skills necessary for academic success;

- developing leadership skills;
- enhancing moral and spiritual development;
- increasing cultural awareness and the appreciation of diversity;
- encouraging students to become responsible professionals in their chosen fields; and
- providing activities that promote personal health and physical fitness.

The intent of the student support programs is to encourage the development and integration of personal values and habits that will remain with the individual for life.

F. Ownership of Intellectual Property:

1) Preamble

The Citadel has among its primary purposes teaching, research, and the expansion and dissemination of knowledge. Products of these endeavors include the development and use of intellectual property. It is the policy of the College that its faculty, staff, and students carry out their scholarly work in an open and free atmosphere that encourages publication and creation of such works without constraint but consistent with applicable laws and College policy. This policy *will be* in accord with the guidelines and criteria published in The American Association of University Professors' "Statement of Copyright" (*Policy Documents and Reports*, Ninth Edition, 2001, or subsequent editions).

2) Definitions

Directed Works are defined as those specifically funded or created at the direction of the College, and which may or may not include exceptional use of College resources. They are distinguished from non-directed works, which are pedagogical, scholarly, literary, or aesthetic works resulting from non-directed effort.

Exceptional Use of College Resources is defined as the provision of resources or support by the College for the creation of a work that is of a degree or nature not routinely made available to College employees. Sabbatical leaves, faculty research grants, and faculty development grants awarded by the College upon the recommendation of the Research, Faculty Development, or Sabbaticals Committees, although competitive, are routinely available to the faculty and are therefore deemed non-exceptional unless specifically designated otherwise by agreement between the originator and the Provost.

3) Policy

Ownership of intellectual property will reside with the originator, whether a member of the faculty, a member of the staff, or a student, unless: (a) the property is created at the specific direction of the College; or (b) the originator has made exceptional use of College resources in creating it.

At the time when the work is directed by the College or at the time when the College makes exceptional resources available to the originator of intellectual property, the Provost and the originator will together determine ownership and will negotiate a written agreement concerning that property. These determinations will be made on a case-by-case basis.

3. General Code of Student Conduct:

Responsibility for professional conduct rests with students as adult individuals, and as members of The Citadel community. All students are expected to conduct themselves as responsible adults. All members of the campus community are expected to use reasonable judgment in all aspects of campus life and activity and to show due concern for the welfare and rights of others. Students are expected to adhere to all federal, state, and local laws.

The Citadel protects freedom of action and speech, so long as the exercise of this freedom is not of an inflammatory or demeaning nature and does not interfere with the rights of others, the teaching/learning environment of the campus, or the administrative operation of the College. The Citadel's Conduct Policy prohibits the possession of prohibited drugs (see 9d), destruction of property, making false statements of emergency situations, physical or verbal abuse, or harassment of any sort.

Students who violate the rules and regulations of The Citadel are subject to expulsion or lesser sanctions. These rules and regulations are prescribed in this document which is available through the College of Graduate and Professional Studies. The Provost or designee is responsible for administering the disciplinary conduct code for non-cadet students and cadets in Day Student Status unless they reside in the barracks during Maymester or summer school. The Commandant of Cadets is responsible for administering the disciplinary code for cadets other than those in Day Student Status and for all students residing in the barracks during Maymester or summer school.

All students are expected to be cleanly and neatly dressed. Proper dress includes, among other things, shoes and either an outer blouse or shirt, which must be worn at all times. For Maymester and summer school, dress codes are more relaxed,

but short-shorts (running shorts, P.T. shorts, bathing suits, etc.), cut-off trousers, and / or tank tops are not proper attire for the classroom, library, or other academic areas.

For cadets in Day Student Status, cadets who have been authorized to complete cadet degree requirements with the Corps of Cadets but in civilian status, additional dress codes are in force:

- Regulations pertaining to body piercing and tattoos are the same as those for members of the Corps of Cadets.
- A broken uniform is unattractive anywhere, but it is especially unsuited for a military college campus or classroom. Portions of cadet uniforms are not, therefore, to be worn by non-cadets or cadets in Day Student Status.
- Students' hair will be neatly trimmed and styled; as will mustaches and sideburns if they are worn. Men are permitted to wear beards only when required to do so for medical reasons, which must be explained in writing by a physician and submitted to the Associate Provost.
- Students will wear business attire when attending formal hops and similar occasions when the members of the Corps of Cadets are required to appear in the full dress or white uniform.
- Any student who is not in compliance with minimum standards for personal appearance will be required to leave campus until discrepancies are corrected. Repeated offenses may result in discharge from the College.

Loud talking, yelling, or making unnecessary noise in or near academic buildings is prohibited, and the use of any tobacco product in classrooms or in the halls of academic buildings is prohibited.

Students are not permitted to use elevators on campus unless use is dictated by a medical problem.

Class attendance is expected, and students must be punctual. Should a student have to miss a class because of sickness or other circumstances beyond his/her control, he/she is expected to inform the professor at the earliest opportunity, in advance if possible. Only the professor is authorized to excuse a class absence. Absences, whether authorized or unauthorized, in excess of 20 percent of the meetings of a particular course can, at the discretion of the instructor, result in a grade of "F" in that course. Other consequences for unauthorized class absences may be imposed by the instructor.

4. ACADEMIC INTEGRITY POLICY AND PROCEDURES:

Absolute integrity is expected of every Citadel student in all academic undertakings. Academic integrity is grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. A student's submission of work for academic credit indicates that the work is the student's own. Students are responsible for knowing what constitutes violations of the Academic Integrity Policy. Examples of violations of the Academic Integrity policy include, but are not limited to the following:

- Plagiarizing or representing the words, ideas, or information of another person as one's own without documentation;
- Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;
- Using, without authorization of the instructor, notes, books, prompts, or other materials, or receiving verbal assistance to aid in answering questions on an examination;
- Giving or receiving substantive aid during the course of an examination;
- Asking or permitting another person to take a test or engage in other academic work; or taking a test or engaging in academic work for another, whether voluntarily or for hire, in conjunction with class work or for admissions purposes;
- Violating personal property rights (for example, stealing or attempting to steal tests, keys, or grade books);
- Fabricating data in support of laboratory or fieldwork;
- Engaging in other acts of academic misconduct.

While academic integrity is a shared responsibility, it is incumbent upon the student to abide by the academic integrity requirements. It is the responsibility of the faculty member to inform the student of any atypical academic integrity requirements.

5. VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY:

A. When a faculty member suspects or has been informed that a student may have violated the Academic Integrity Policy, the faculty member should inform the student in writing within ten working days of discovery. Some situations may require more time; however in no case should this written notification be delayed by more than one month.

Written notification should include the allegation and a suggested time, place, and date for a meeting of the student, the professor, and Department Head or Associate Dean of the school in which the alleged violation took place. If the faculty member making the allegation is the Department Head or Associate Dean of the school in which the alleged violation took place, the meeting should include the student, the faculty member, and Dean of that school.

B. After this meeting, if the faculty member decides that no violation occurred, the matter will be dropped. If the faculty member decides that a violation has occurred but that only a grade penalty is warranted, the student may be assigned an "F" for the work in question, or, in more serious cases, an "F" in the course. If it is determined that a more serious penalty is warranted, or if the student does not accept the grade penalty offered, the accusation will be remanded to the Dean of the school in which the alleged violation occurred. If that Dean participated in the meeting with the faculty member and the students, the matter is referred to the Associate Provost.

C. Upon receiving the allegation, the Dean of the school where the alleged violation occurred or the Associate Provost will appoint a three-member hearing board comprised of two faculty members from outside the program of the accused student, and a currently enrolled student of the same student classification, but outside the program of the accused student. The hearing will be convened within two weeks from the date the hearing board receives the case. If circumstances preclude meeting this deadline, the accused will be so informed in writing. A minimum of seven days notice will be provided the student prior to the hearing. The accused student may be assisted by another student or member of the permanent faculty or staff, not to exceed two. No legal counsel is allowed. The student and/or the student's advisor may cross-examine all witnesses and the accuser. A tape recording of the hearing, which will be closed, will be made. Upon conclusion of the hearing, the hearing board will vote and report its findings and recommendation to the Dean of the school in which the alleged violation occurred or the Associate Provost.

D. Upon reviewing the recommendation, the Dean of the school where the alleged violation occurred or the Associate Provost will either exonerate the student; impose a sanction less than suspension, dismissal or expulsion; or recommend a sanction of suspension, dismissal, or expulsion to the Provost. If the sanction is not suspension, dismissal, or expulsion, the student may appeal this sanction to the Provost who makes the final decision. If the sanction is for suspension, dismissal, or expulsion, the Provost will review the case and the process that has been followed and make the final decision on removal of the student from The

Citadel for a violation of academic integrity. The student may appeal that decision to the President of the College.

6. APPEALS OF VIOLATIONS OF ACADEMIC INTEGRITY:

Students who have been found guilty of a violation of academic integrity where the punishment is suspension, dismissal, or expulsion shall be entitled to petition an Academic Integrity Board of Review to hear an appeal provided the petition is submitted to the Office of the President within five working days after receiving notice of the findings of the Provost, and provided the petition states the grounds on which the appeal is based. An Academic Integrity Board of Review is established by the President. An Academic Integrity Board of Review will consist of a dean, who serves as chair; a department head; a senior member of the faculty; and a non-voting recorder. Once established, an Academic Integrity Board of Review will be furnished the record of the original proceedings and will evaluate the petition of appeal to determine if any of these grounds have been met:

- new evidence has been found since the individual was found guilty;
- the individual's rights were not protected;
- there was a procedural error during the trial.

If after considering the petition of appeal, the Academic Integrity Board of Review determines that the request for appeal sets forth reasonable grounds for appeal and agrees to hear the appeal, the accused student and advisor (another student or a member of the permanent faculty or staff, not to exceed two) will be present during the formal portion of the hearing, which will be taped. Oral arguments from the student or advisor will be heard and will normally be limited to 30 minutes each. In addition, the accused or advisor will have the opportunity to question any witnesses called by the Academic Integrity Board of Review. The formal appeal hearing will be taped, and the tape will become part of the record of the Academic Integrity Board of Review. The findings of the Academic Integrity Board of Review will be transmitted to the President in the form of sealed, confidential written recommendations, with appropriate justifications.

7. STUDENT GRIEVANCES:

Students who feel that they have an academic grievance are directed first to confer with the instructor or other individual(s) involved. Where this does not result in satisfaction or if this step is not feasible, the student should present the grievance in writing to the lowest appropriate level not involved in the grievance, department head or associate dean.

If the matter remains unresolved, the student may present the grievance and the attempted solution in writing to the appropriate dean. If deemed appropriate, the dean may appoint a review committee consisting of three faculty members, with one designated as chair and a student in good standing from the same student category as the appellant. This committee shall have the authority to interview individuals who may have information

pertaining to the grievance and to request records and materials pertaining to the grievance. In a grievance procedure, all employees and students are obligated to provide requested information to the dean/associate dean/department head, or review committee. The committee shall forward its findings and recommendations to the convening dean who shall decide the case. The student may appeal that decision to the Provost who has the authority to settle all student grievances.

8. ENGLISH FLUENCY POLICY:

In accordance with the laws of South Carolina, The Citadel ensures the English fluency of its teaching faculty through a two-stage review process.

A. During the interview process, each applicant will make an oral presentation before a group consisting of faculty members and/or students. Should a candidate who is ultimately selected be deemed to have a language problem, the extent of this problem, the support to be provided the candidate by the College in addressing this problem, and the expectations for improvement in English fluency will all be clearly stated in the offer of employment.

B. Should the English fluency of a member of the faculty be challenged by a student, standard procedures for student academic grievances (See Section VI.H.) will be followed. Under these procedures, the student first confers directly with the faculty member involved. Where this does not result in satisfaction, the student contacts the appropriate associate dean/department head. If the matter remains unresolved, the student may state the grievance in writing to the dean who reviews the case and determines whether there are sufficient grounds to warrant an official hearing. In that case, the dean appoints a hearing board of three faculty members and a student in good standing from the same student category as the student filing the grievance. For grievances related to English fluency, the native language of one of the faculty members will not be English. This board has the authority to hear witnesses, request testimony, and study records and materials. In the case where the grievance relates to English fluency, the board will, as a group or individually, attend a lecture given by the faculty member in question, and evaluate that lecture. The board forwards its findings and recommendations to the convening dean who shall decide the case. The student or faculty member may appeal that decision to the Provost who has authority to settle all student grievances.

9. POLICIES AND PROCEDURES REGARDING DISCIPLINE:

These provisions apply to students other than cadets living in the barracks during the academic year and to all students during Maymester/summer school. These provisions also apply to students employed by The Citadel during furlough.

A. Major Offenses:

- 1) Expulsion may be the punishment for the following offenses:
 - a) knowingly making a false oral or written statement in response to an oral or written requirement from an individual or officer of the College authorized by position or function to place such a requirement;
 - b) violating the academic integrity policy;
 - c) stealing or the commission of any act which is a felony under the laws of the State of South Carolina or the United States;
 - d) possessing or using at any time or place, whether on- or off-campus, any hallucinogenic, narcotic or other controlled drug or substance or any paraphernalia as defined in South Carolina Code Ann. Sec. 44-53-110, unless authorized by a legal prescription for such substance or otherwise specifically permitted by law;
 - e) sexual assaults or attempted sexual assaults;
 - f) sexual harassment (Major), i.e. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment, academic standing, or other student opportunities;
 - submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment, academic standing, or other student opportunities;
 - such conduct has the purpose or effect of unreasonably interfering with a person's work; interfering with a person's professional or academic performance; or creating an intimidating, hostile, or offensive work, learning, or social environment.

- g) sexual activity on campus (Students may not engage in serious sexual activity on campus. Serious sexual activity may include oral sex, sexual intercourse, or public display of nudity or partial nudity.).
- h) violation of a federally protected right (commission of an act of a vicious or immoral nature unbecoming of a Citadel student).
- 2) Dismissal may be the punishment for the following offenses:
- a) drunkenness, bringing intoxicating beverages onto the campus, or the possession of intoxicating beverages on the campus;
- b) disobedience to the directives of or an act of disrespect to any official of the College;
- c) commission of any unbecoming act or one which would tend to bring discredit to the College;
- d) discharge or possession of firearms on campus, except under proper supervision on authorized ranges;
- e) participation in extremist organizations, gang activities, racist or skinhead organizations, or any activity that will adversely affect the good order of The Citadel.
- 3) Suspension may be the punishment for the following offenses:
- a) insubordination or disorderly conduct;
- b) calling another student to personal account for actions taken while in the discharge of duties;
- c) sexual harassment (Minor), i.e. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- submission to such conduct is made either explicitly or implicitly as a term or condition of a

person's employment, academic standing, or other student opportunities;

- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment, academic standing, or other student opportunities;
- such conduct has the purpose or effect of unreasonably interfering with a person's work; interfering with a person's professional or academic performance; or creating an intimidating, hostile, or offensive work, learning, or social environment.

d) Other punishment may be imposed by the appropriate authority for any disorderly act, neglect, or misbehavior listed in regulations specifically prepared for students other than cadets.

e) Any student who damages or destroys any public property connected with The Citadel will pay for damages or destruction. In the case of wanton destruction, the student may be subject to further disciplinary action.

B. Authority to Discharge:

1) No student shall be discharged before graduation except by Special Order from the Office of the President or by policy stated in a catalog of the College. The President may, by written authorization, delegate the authority to discharge students administratively to an appropriate official of the College.

2) The President has authority to discharge a student:

- on the student's application or, if the student is a dependent and acquiesces, on request of the parent or guardian;
- for whom expulsion, suspension, or dismissal has been recommended;
- who otherwise fails to meet continuing conditions of admission or matriculation set forth in the *College Regulations* or a college catalog;

- on recommendation of the Medical Review Board.

3) The Chair of the Board of Visitors will be informed of the discharge of students for disciplinary reasons. A disciplinary finding of expulsion, dismissal, or suspension or an honor finding of expulsion shall be imposed only by the President.

C. Temporary Suspension: The President may suspend a student temporarily pending a hearing when, in the President's opinion, such action is in the best interests of the suspended student or the maintenance of good order and discipline.

D. Resignation:

1) A student who has been accused of a disciplinary offense that could require a board or hearing or who has accumulated sufficient demerits to warrant a board or hearing will not be permitted to resign, except with the permission of the President, and must face the prescribed board or hearing. A student who has been given permission to resign by the President in lieu of facing the prescribed board or hearing will be treated by The Citadel as if he or she has been found guilty of the offense in question and has been awarded the maximum punishment authorized.

2) A student who has not been given permission to resign but who elects to leave the College with a disciplinary board, hearing, or offense pending that could result in suspension, dismissal, or expulsion, will be suspended, dismissed, or expelled in absentia, as determined by the maximum punishment allowed for the charge in question. The Office of the President will direct the Office of the Registrar to so inform the student.

3) A student accused of a violation of academic integrity may resign at any time prior to the final disposition of the case. A student who leaves the College with an honor trial or accusation pending will be expelled in absentia. The Office of the President will direct the Office of the Registrar to so inform the student.

E. Types of Discharge: The following terms are used by the Office of the President in announcing internally the discharge of students for disciplinary reasons. These terms do not appear on the student's academic transcript. In all cases the term "Discharged" will appear on the academic transcript.

1) PERMISSION TO RESIGN indicates that the student is not entitled to an honorable discharge and has been given permission to resign by the President. This student will be treated by the College as if he or she has been suspended, dismissed, or expelled which ever is the maximum punishment the student could have received had he or she elected to face the charge or accusation that had been made.

2) SUSPENDED indicates that the student has been required to leave the College for a period of one semester beyond the semester in which the suspension is awarded.

3) SUSPENDED IN ABSENTIA indicates that the student has left the College without permission while facing a charge for which the maximum punishment is suspension.

4) DISMISSED indicates that the student has been required to leave the College for a period of two semesters beyond the semester in which the dismissal is awarded.

5) DISMISSED IN ABSENTIA indicates that the student has left the College without permission while facing a charge for which the maximum punishment is dismissal.

6) EXPELLED indicates that the student has been required to leave the College and is not eligible to return. A student who has been expelled may not enroll in classes in any of The Citadel's programs--Cadet, College of Graduate and Professional Studies, Maymester, or summer school.

7) EXPELLED IN ABSENTIA indicates that the student has left the College without permission while facing a charge or accusation for which the maximum punishment is expulsion. A student who has been expelled in absentia may not enroll in courses in any of The Citadel's programs--Cadet, College of Graduate and Professional Studies, Maymester, or summer school.

F. Reinstatement:

1) A student who has been expelled, has been expelled in absentia, or has been given permission to resign with a possible expulsion offense pending will not be eligible for readmission to the College unless new evidence becomes available within one academic semester after the charges were filed or the action of the College is finalized, and that evidence indicates to the satisfaction

of the Provost/Dean of the College that the original findings or charges were in error.

2) A student who has been dismissed, has been dismissed in absentia, or has been given permission to resign with a possible dismissal offense pending may make written application during the second semester following the semester of discharge for readmission at the beginning of the semester following the application; i.e., a minimum of two semesters must elapse after the semester of dismissal before the semester of readmission. The summer will not serve as a semester for these purposes. Such applications will be considered by the appropriate dean who is responsible for the process of clearing readmission to the College.

3) A student who has been suspended, has been suspended in absentia, or has been given permission to resign with a possible suspension offense pending may make written application during the first semester following the semester of discharge for readmission at the beginning of the semester following the application; i.e., a minimum of one semester must elapse after the semester of suspension before the semester of readmission. The summer will not serve as a semester for these purposes. Such applications will be considered by the appropriate dean who is responsible for the process of clearing readmission to the College.

10. INVESTIGATIONS AND HEARINGS:

A. Investigations:

1) Investigations of violations of disciplinary regulations will be made by officers on boards appointed by the President, the Commandant of Cadets, or the Provost/Designee, as appropriate.

2) Such officers on boards will have power to administer oaths to witnesses and to require them to answer questions as to facts material to the inquiry and concerning which they have knowledge. An individual who has been accused of an offense under investigation may furnish names of individuals and materials to the investigating board for its consideration.

B. Advisor:

In all college hearings and boards, to include appeals before the Board of Visitors, the student may be assisted by another student or a member of the permanent faculty or staff, not to exceed two. Under no circumstances will any faculty or staff member or student who is serving

as an advisor for a student before any board or hearing at The Citadel be remunerated for such services. Any faculty or staff member or student serving in such capacity, when appearing before such a board or hearing, will be in the appropriate uniform or other attire for the occasion. Students who are facing disciplinary hearings for an act, which is also the subject of an off-campus criminal proceeding, may request that one of the advisors be an attorney. A request to have an attorney present at a hearing or board must be made in writing to the board president two days in advance of the board or hearing. An attorney may act only in an advisory role to the student client. An attorney serving as an advisor may not ask questions of witnesses or board members, represent the student, or actively participate in the hearing process. If the cadet or student has an attorney present as an advisor, the College may, at the discretion of the board president or chairman, have legal counsel present to advise the board.

C. Hearings for Violations of Disciplinary Regulations:

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 of which accused and to have reasonable time to prepare a defense (at least 72 hours after notification); to have as an advisor another student or member of the permanent faculty or staff, not to exceed two, of their own choosing; to be able to cross-examine witnesses against them and to present witnesses in their own behalf; to petition to appeal to the proper authority should the decision go against them; and, with the permission of the President, to resign from the College at any time prior to a hearing or an appeal which they have requested. For cases where the potential punishment is expulsion, the hearing, whether informal or formal, will be taped.

2) For offenses that may lead to suspension, dismissal, or expulsion, the Commandant of Cadets will appoint the officer or board of officers to hear cases which involve cadets or students living in the barracks during Maymester or one of the summer sessions. The Provost/Designee will appoint the officer or board of officers to hear cases which involve non-cadet students or cadets in Day Student Status in the academic year and for students (non-cadet students, cadets, and cadets in Day Student Status) not living in the barracks during Maymester or one of the summer sessions.

3) Based on the evidence presented, the hearing officer or board may recommend any appropriate penalty to the appointing authority. Disciplinary penalties involving suspension, dismissal, or expulsion may be recommended to the President by the appointing authority and shall be imposed only by the President.

D. Appeals:

1) Penalties may be appealed in writing to the authority one level higher than the penalty approval authority.

2) An appeal does not provide a second forum in which to present the case. Appeals deal only with how a decision has been reached and not with the decision itself. The following are the exclusive grounds for appeal:

- that the hearing officer or board failed to follow approved written procedures;
- that the decision is arbitrary, that is, unreasonable and not based upon or consistent with the evidence and testimony presented;
- that significant evidence has been discovered since the hearing that was not available at the time the decision was reached.

3) Students who have been suspended, dismissed, or expelled by proper authority are entitled to appeal to the Board of Visitors. Written petitions of appeal must state the grounds on which the appeal is based and must be received by the Office of the President within five (5) working days of the date the punishment is announced. The Office of the President will then transmit to members of the Customs, Regulations, and Cadet Liaison Committee the petitions of appeal and all related evidence of record.

4) The Customs, Regulations and Cadet Liaison Committee shall review the submitted record without appearance of parties or argument, and determine whether or not the appeal is meritorious. If the Committee determines that the petition of appeal is not meritorious, it will be dismissed with finality. If the Committee determines that the petition of appeal merits consideration by the Board of Visitors, it shall be heard by the Board of Visitors.

5) The Board of Visitors will receive the same petition of appeal and evidence of record as was received by the Customs, Regulations and Cadet Liaison Committee in advance of the meeting of the Board of Visitors at which the petition of appeal will be scheduled to be heard. Such appeals will be heard as expeditiously as possible but not later than the next regularly scheduled meeting of the Board of Visitors. In hearing such petitions of appeal, the Board of Visitors will hear oral arguments from the student or designated advisor limited to a total of 30 minutes with appropriate responses from the administration. The determination of the Board of Visitors shall be final.

6) A student who is under sentence of suspension, dismissal, or expulsion and who has submitted a petition of appeal to the proper authority may request permission of the President to attend classes until final action is taken on the petition of appeal.

11. BARRACKS REGULATIONS FOR MAYMESTER AND SUMMER SCHOOL:

The Commandant of Cadets is responsible for the administration of student life in the barracks. Barracks proctors and guards are representatives of the Commandant. All students in the barracks will obey instructions they may receive from proctors or guards. As a part of living in the barracks, all students are expected to adhere to the following rules and guidelines:

A. The Citadel prohibits the possession or consumption of alcohol in the barracks or on the campus by any student. All students are responsible for reporting violations. Suspected violations of this alcohol policy will result in the following actions:

1) If alcohol is found in a room, other areas of the barracks, or other buildings, all these areas will be searched and all residents of that room or all students suspected of possession of the alcohol will be referred to the Commandant for disciplinary action.

2) If evidence warrants, the student(s) will be required to leave the barracks by a specified date with no refund of fees and full payment of the contract is required. If the student(s) does not move out by the specified date, a fine of \$25.00 per day will be charged for each day past the deadline to move.

3) Alcohol related offenses may result in removal from all classes for that term with forfeiture of all tuition and fees.

B. The Citadel has a zero tolerance policy for the possession or use of illegal drugs/drug paraphernalia. Prescription drugs should be properly labeled. Based on reasonable suspicion, appropriate Citadel staff have the authority to search a room in the barracks or barracks area as necessary when reasonable suspicion is present. A search may be conducted with or without a student present. The Citadel reserves the right to involve Public Safety and local law enforcement officials as necessary. All students are responsible for reporting violations. Failure to report may itself result in disciplinary action. If illegal drugs or drug paraphernalia are found in a room or area, all residents of that room or all students suspected of possessing these drugs or drug paraphernalia will be referred to the Commandant for disciplinary action, which may include expulsion from the College.

C. Personal Conduct:

1) Students are expected to give support and reasonable respect to all barracks staff, proctors, and fellow students. Complaints concerning barracks staff members and proctors should be made in writing to the Commandant of Cadets.

2) Students are expected to give proper respect to all Citadel staff members. Use of profanity, "name-calling," threats, or intimidating behavior of any kind will be considered a reason for removal from the barracks with no refund of fees and full payment of contract required. Students must work with the barracks staff to create the best living/learning environment possible for all students.

3) Students are expected to take proper care of The Citadel property. Students found responsible for the abuse of Citadel facilities or equipment will be required to cover costs of replacement or repair.

4) Students are expected to abide by the following visitation policy:

a) Visitors to the barracks will be for official or academically related purposes only. All visitors will be monitored by the guard while visiting the barracks. All visitors will sign in/out and will be checked by a guard or proctor while in the barracks.

b) There will be no social visitation by non-residents in the cadet barracks.

- c) At no time other than for official or academic related purposes of the College will there be mixed gender visiting in the College barracks.
- 5) Students are expected to report any known rule infraction(s) to the Barracks staff. Failure to report places the student at risk of being held accountable for the infraction(s) as well.
- 6) Students who conduct themselves in a belligerent manner—threatening, pushing, hitting, or shoving—will be required to change rooms or may be removed from the barracks with no refund of fees and full payment of contract is required. Students who find themselves victims of belligerent acts should withdraw from the situation and report the incident to the barracks proctor.
- 7) The following items are not permitted in the barracks or on campus:
 - a) firearms;
 - b) guns (including b-b guns/pellet guns);
 - c) fireworks;
 - d) explosives;
 - e) lighter fluid or other combustible items;
 - f) knives prohibited by law;
 - g) bows and arrows;
 - h) other dangerous weapons;

Students may be removed from the barracks immediately for possession of any of these items with no refund of fees and full payment of contract required.

- 8) Maymester and Summer School students are not to engage in serious sexual activity on The Citadel campus. Serious sexual activity may include oral sex, sexual intercourse, or public display of nudity or partial nudity. Engaging in such activity may result in expulsion from the College.

9) Citadel Policy prohibits sexual harassment, hazing, and discrimination in any form. Not only are sexual harassment, hazing, and discrimination illegal, they are also unprofessional and seriously undermine the atmosphere of trust which is essential to a healthy learning environment. Incidents of sexual harassment, hazing, and / or discrimination involving a student will be reported to the Commandant for appropriate action.

D. Regulations for Barracks Life:

1) Candles of any type and incense are not permitted in the barracks. Any candles or incense found in a barracks room will be removed, and the residents will be subject to a \$25.00 fine. Any contraband that is removed will not be returned.

2) Cooking is not allowed in the barracks. Toasters, open-eye burners, microwave ovens, and hot oil popcorn poppers are not permitted in the barracks. Gas, charcoal, and electric grills are not permitted. Coffee makers are permitted.

3) Walls and doors of the barracks are easily damaged by tacks, nails, and tape. No materials (i.e. posters, bulletin boards, etc.) may be attached on doors or walls. If a student attaches something on the walls or doors, he / she is responsible for the damage and will be assessed an appropriate fine.

4) No parties are allowed in the barracks.

5) Pets and fish are not permitted in the barracks. Stray animals (animals that no one claims) are not to be fed or housed in the barracks. Contact the barracks proctor if such an animal is in the barracks.

6) Softball, football, roller-blading, skateboarding, bicycling, and all other sports-like activities are not allowed inside the barracks as they are a safety hazard to all (Roller-blading on campus is not authorized). There will be no loitering in the sally port or in front of the barracks.

7) Food (except for immediate consumption) is not allowed in the barracks.

8) Excessive noise in the barracks, or elsewhere on campus, will not be permitted. This includes the playing of radios or stereos where they can be heard outside the room.

9) The throwing of anything off the galleries, or the detonation of explosive devices (fireworks) in the barracks is cause for immediate removal from the barracks.

10) Window box fans are authorized in barracks that are not air conditioned only.

11) Bicycle racks are located on the ground floor of the barracks. Students may store their bikes on these racks (a U-bolt lock is recommended by Public Safety). Bikes are not allowed inside rooms in the barracks or on the galleries. Bicycles may not be locked to any exit handrail of any building. Bikes locked to inappropriate locations will be confiscated. BICYCLES MUST BE REGISTERED WITH PUBLIC SAFETY.

12) Computers

a) The barracks are equipped with computer connections to The Citadel's campus-wide computer network. Students are encouraged to bring their own computers. Specifications that will enable a student's computer to be connected to the campus-wide network are available through ITS.

b) Computer users will not intentionally disrupt the normal operation of College computer systems. All users must respect the confidentiality of College records and the privacy of other users by not trying to access computer accounts, data files, or mail messages which they are not authorized to use. Users may not use unlicensed software on College or personally owned computers and must not copy or distribute software for unlicensed use. All users are expected to conduct themselves in the most proper manner and use only proper, polite language. Sexual or racial harassment or other inappropriate behavior is subject to punishment.

c) Do not remove, without proper authority, College-owned computer equipment or furniture from the room to which it is assigned.

d) Do not damage or abuse computer equipment.

e) Do not disrupt computer or computer network operations or interfere with the work of other users.

- f) Do not transfer a computer virus or worm to any computer or computer network.
 - g) Do not delete or corrupt operating systems or applications software installed on any College computer.
 - h) Do not participate in on-line subversions, pornographic, extremist, or sexually harassing computer activities.
- 13) Darts and dart boards are not permitted in the barracks as they are considered a safety hazard.
- 14) Deliveries may be made to the reception table at the entrance to the barracks. However, The Citadel does not assume responsibility for any item left or delivered to the reception table.
- 15) Residents of the barracks will be appropriately dressed at all times. Particular care must be taken when going from room-to-room or to the bathroom and back. A towel wrapped around the body is not considered clothing and is prohibited. Residents who are improperly dressed in their rooms must not be visible to persons outside of the room or barracks. Sunbathing is not authorized in the barracks. Students wishing to sunbathe on campus need to go to The Citadel Boat House.
- 16) Electrical Appliances
- a) Electrical appliances with heating coils or other similar appliances are not permitted in the barracks. Irons are permitted.
 - b) Authorized Appliances: Computer, clock, radio, desk lamp, stereo, heating pad, television, hair dryer, curling iron, hot curlers, hot air popcorn popper, fans, and coffee makers. Electrical surge protectors are highly recommended for students who bring a personal computer. Electrical appliances must be approved and in good working order.
 - c) Unauthorized Appliances: Microwave oven, refrigerator, vacuum cleaner, toaster, toaster oven, electric skillet, fryer, grill, hot plate, sandwich maker, waffle maker, hot oil popcorn popper, extension cord, space heater, any type of halogen lamps / lights, multi-plug outlet without surge protector, and window air-conditioners.

d) There can be no storage of flammable or combustible material such as propane cylinders, charcoal, or lighter fluid.

e) Violations of the above policies on electrical appliances will result in the following sanctions:

f) Confiscation of the unauthorized item(s) or appliances (s);

- A fine of \$25.00;
- Items stored in The Citadel warehouse;
- Cost for service call-maximum \$100.00.

17) Fire and Fire Safety

a) Fire and fire safety equipment in the barracks and on campus is necessary to protect life and property. Tampering with fire safety equipment or smoke detectors/alarms in any manner is prohibited. Violations of this policy will result in a fine in the amount of the damage caused, and possible removal from the barracks.

b) The removal of ceiling tiles is a fire hazard. This is considered a serious violation of policy. Students who are found in violation of this policy will be removed from the barracks housing by a specified date. A fine of \$25.00 per day will be levied for each day past the deadline to move. In the event a ceiling tile is broken or missing, students should notify the barracks proctor and complete a Work Order request.

18) Galleries

a) In an effort to maintain a neat and orderly appearance and for property value reasons, students are not allowed to hang articles (laundry, flags, rugs, towels, etc.) from the rails on the galleries or stairways. No furniture is allowed on the galleries or hallways. To eliminate the risk of a potential fire hazard, cigarette butts are to be put out properly (ashtrays or appropriate disposal containers). Students found discarding cigarette butts improperly are subject to dismissal from the barracks.

b) For the protection of all students, items are not to be thrown over the galleries or out barracks windows. Students caught throwing things off the galleries or out windows are subject to removal from the barracks with no refund of fees and full payment of contract required.

c) To keep the noise to a minimum, students should refrain from gathering on the galleries.

19) Housekeeping / Trash Disposal

a) Housekeeping services are provided in the barracks, but not for individual rooms. Students are responsible for the cleanliness of their room.

b) All trash must be bagged, tied, and taken to the designated trash pick up site.

20) Access to Barracks Housing

a) The barracks are off-limits except to boarding students and to those who are authorized by the Commandant of Cadets or other proper authority.

b) In order to provide a safe and secure environment in these co-educational facilities, all residents of the barracks will be required to show their valid Citadel ID with the appropriate sticker upon entering the barracks. The reception table staff or Public Safety may request to verify a student's identity at any time to help insure safety.

c) The barracks will be open and a guard will be on duty in the sally port/front entrance from 0630 to 2400 hours Sunday through Thursday and until 0100 hours Friday and Saturday. No student is authorized to enter the barracks after times noted above. During the time when the front gate/door is locked, a guard will be in the guard room. While residing in a barracks other than Band Barracks, all barracks gates, except the Main Gate, will be permanently locked except for trash removal.

d) Maintenance staff reserves the right to enter a student's room when acting in an official capacity on behalf of The Citadel. This applies whether the student is or is not present at the time of entry.

21) Check-out

a) Before vacating the barracks, students must officially check-out with the barracks proctor. There is a \$25.00 fine for not checking out properly or not vacating the barracks by stated closing time.

b) If a student withdraws from The Citadel, housing fees will be charged until the date of check-out.

c) Students are expected to use and share the furniture provided in the barracks. No additional furniture (ex. old sofas, chairs, tables, etc.) is allowed. Furniture is not to be removed to ensure that all furniture is in place upon check-out.

22) Maintenance

a) Maintenance problems within the barracks should be reported on Work Order Request forms available at the reception table on the first floor of the barracks. Maintenance emergencies, such as flooding, electrical problems, and sewer difficulties, should be phoned to **953-5093** during the hours of 8:00 a.m. – 4:00 p.m. Monday through Friday and to **953-6557** any other time. Fire emergencies should be phoned immediately to Public Safety at **953-5114**. Physical Plant employees reserve the right to enter a student's room for necessary maintenance.

b) The Citadel has a contract for pest control in the barracks, which includes spraying on a routine basis. Students are asked to help reduce pest problems by sealing and putting away all food items, and bagging their trash. A work order, obtained at the front reception table, must be completed if pest problems arise between routine sprayings.

23) Quiet / Study Hours

a) The hours from 7:30 p.m. – 7:30 a.m., Sunday through Thursday, have been designated as "Quiet or Study Hours." During these hours, noise must be kept to a minimum to allow residents to study and sleep. Stereos, radios, TVs, etc., may be played only with the door closed and at a volume level that will not enable them to be heard outside of the room. Group activities are permitted only in

the student rooms (not on the galleries or hallways) or on the quadrangle.

b) If a student or group of students is making loud noise, ask them to be quiet. If your request is not heeded, contact the proctor or guard at the reception table.

c) "Courtesy Hours" are in effect 24 hours a day. During these times, reasonable quiet should be maintained. Loud music or other disturbances are not allowed.

d) During Exams, "Quiet Hours" will be in effect 24 hours a day.

24) Room Assignments

a) Students desiring to live in the barracks during Maymester, Summer Session I, or Summer Session II, will be assigned a room upon payment of the room and board fee and the signing of the barracks housing contract. Room assignments will be made by the barracks proctor, subject to the Commandant's approval. The barracks contract is binding for the length of the term for which it is signed. Students may have a private room upon request and upon payment of the additional fee for a private room. Request for specific roommates are honored if both students submit the same request. Request to terminate a room assignment and withdraw from the barracks will be submitted in writing to the Commandant of Cadets.

b) Names of the room occupants will be put on a card furnished by the head proctor, and placed in the holders on the screen door of each room. The head proctor will fill out a card at the time of room assignment with each student's name, room number, and which bunk they will use (upper or lower).

c) Students may request a room change after the first week of classes. This request must be made with the barracks proctor, and the proper procedure for checking in and out must be followed. Unauthorized room changes will result in a fine of \$50.00. Students must occupy their assigned rooms in person and may not sublet to another person.

25) Window screens are not to be removed or opened without permission. If screens are opened or removed without permission, a fine will be levied to cover damages assessed in addition to disciplinary action. Residents caught throwing objects from their windows are subject to removal from the barracks housing with no refund of fees and full payment of the contract required.

26) Searches

a) The Citadel reserves the right to have authorized Citadel Staff search individual rooms in the barracks when there is reasonable suspicion that a policy violation or illegal activity is taking or has taken place. Room searches for disciplinary reasons are done only where there are reasonable grounds to believe that a resident is concealing substances, property, or contraband or is participating in behaviors which are in violation of college policies. The Citadel reserves the right to conduct a search as necessary whether or not a student is present in the room.

b) Public Safety can secure a search warrant based on probable cause to conduct a search of any premise.

c) If illegal items are discovered in buildings after fire safety checks of the barracks, these items will be confiscated. Unauthorized items confiscated during a search of the barracks will not be returned.

27) All students should be aware of and prepared for hazardous weather conditions including tropical storms, hurricanes, and tornadoes. In such cases, the proctor will advise students of necessary actions, i.e. evacuation or consolidation to a safe place. Students are required to follow the instructions of the barracks proctor in such cases. All students residing in the barracks should have a plan for alternate housing in the event of severe weather.

28) Students are allowed to smoke in their individual rooms provided it is agreeable with the roommate. Fines will be levied for false alarms due to smoking in individual rooms even if it is accidental. Smoking on the gallery is permitted if the cigarette butts are disposed of properly. Students who dispose of cigarette butts inappropriately, resulting in damage to college property, are subject to a fine and possible removal from the barracks. Smoking in bed is prohibited. Spitting in other than appropriate receptacles is prohibited.

29) The Citadel does not allow door-to-door solicitation of products or services in the barracks. Printed materials may not be distributed under students' doors, unless it is college business. Students that notice solicitation taking place should report it immediately to the barracks proctor.

30) There are two locations for sunbathing: The Citadel Boating Center and The Citadel Beach House. Sunbathing is not allowed on roof tops, the quadrangle, or galleries.

31) Telephone Service

a) Each room is equipped with a telephone line, and the cost for the local telephone service is included in the housing fee. Students will receive their telephone number when they check-in the barracks. They will be required to provide their own telephone. The Citadel does not repair phone instruments.

b) The Citadel phone lines offer the following services:

- On-Campus Calls: The Citadel numbers may be reached by dialing "3" and the last four digits of the phone number.
- Local Calls: Local calls may be accessed by dialing "9" plus the number.
- Long Distance Calls: Calling cards should be used for all long-distance calls. You can reach a long distance operator by dialing "9" + "0" and the ten digit number to be reached. Collect calls and credit card calls may be made in this manner. Students may not charge or accept charges for long distance calls to the room.

32) Destructive behavior of any kind will not be tolerated. Students can be held responsible individually, or as a group. Students are subject to removal from the barracks for vandalism. There will be no refund of fees and full payment of contract is required.

33) Food and soft drink machines are located on the ground floor of each barracks. To report money lost in a vending machine, notify the Gift Shop in Mark Clark Hall.

34) Objects are not allowed to be hung from the inside or outside of windows. Objects are not to be thrown from windows of the barracks. Students caught throwing objects out of the windows are subject to removal from the barracks with no refund of fees and full payment of contract required.

E. Room Arrangements and Inspections

1) For health and safety reasons the barracks proctors will conduct room inspections at the midpoint of each term. On the designated day and time, the barracks proctor will check the room for cleanliness and item(s) that are prohibited. Students have the option to be present or not during the inspection. The Room Condition Report form used in checking the student in and out of the barracks will be used for this inspection. If the room does not pass the inspection, a fine or other appropriate sanction may be levied.

2) Any student who receives three incident reports, in a Maymester or a summer session, will be subject to removal from the barracks. If the student has not moved out by the specified date, a fine of \$25.00 per day will be levied for each day past the deadline to move. No fees will be refunded and full payment of the housing contract will be required. Offenses deemed as serious (i.e. drugs, alcohol, acts of rudeness to staff, threatening or violent behavior, vandalism) will be reported to the Commandant for disciplinary action.

3) Rooms will be inspected daily. Results of these inspections will be posted on the bulletin board in the guard room. It is your responsibility to check these sheets daily.

4) Rooms will not be locked. Students will secure all small, easily pilfered items in their lock boxes.

5) Students living in the barracks will clean their own rooms daily. Barracks janitors are not permitted to do any services in the occupied rooms. Barracks janitors will keep the galleries, hallways, stairways, quadrangles, latrines, and showers clean.

6) Room inspections will include the following:

a) Floor swept;

b) Bed made;

- c) Clothes hung up;
 - d) Trash cans empty;
 - e) Sink and mirror cleaned.
 - f) Furniture **will not be rearranged** or broken down. Furniture, including mattresses, will not be removed from rooms.
- 7) Trunks or other luggage will not be left on galleries. Trunks, boxes, and suitcases may be placed on top of the full press. Excess luggage / boxes must be removed from the room.
- 8) Lights, fans, radios, stereos, coffee makers, and television sets are authorized. However, they will be turned off when occupants are not in the room. No other electrical appliances are authorized.
- 9) Nothing will be tacked or pasted on the walls, woodwork, or furniture of rooms. No advertisements, flags, banners, etc., will be hung or displayed in the rooms.
- 10) No pets / animals are allowed.
- 11) Students will not enter unoccupied rooms.
- 12) Students must be respectful of The Citadel staff members and proctors at all times. Abusive language or intimidating behavior of any kind will not be tolerated. Students may be removed from the barracks for inappropriate conduct with no refund of housing fees and full payment of contract required. Students who feel they have been inappropriately treated by a staff member or proctor should report such cases in writing to the Commandant of Cadets.

F. Disciplinary Actions

The Citadel reserves the right to fine students for rule infractions in the barracks. In addition to a fine, some inappropriate behavior, for example making a false fire alarm, may warrant other actions. Possible sanctions for policy violations and inappropriate behavior include the following:

- 1) Verbal warning at the discretion of the barracks proctor or staff member;

- 2) Written report of an incident that becomes a matter of permanent record in the barracks office;
- 3) Loss of privilege for a specified amount of time as related to the offense (i.e. suspension of visitation);
- 4) Required room change by specified date (If a mandated room change is not completed by the specified date, a fine of \$25.00 per day for each day past the deadline is levied);
- 5) Referral to the Commandant for further sanctions;
- 6) Removal from the barracks is automatic after three documented incident reports in one term or one serious act of non-compliance (When a student is removed from the barracks housing there is no refund of fees and full payment of contract is required. If the deadline to move has passed, there is a \$25.00 per day fine for each day past the deadline.);
- 7) Requirement to pay associated costs when situations resulting from a violation of barracks policy requires a service call by the Physical Plant;
- 8) Immediate termination of the student's barracks contract by the Commandant with no refund of fees and full payment of the contract required.

G. Fines and Punishments

The following fines will be imposed for barracks or conduct infractions. The daily list of infractions by barracks students will be posted on the Guardroom bulletin board. It is the responsibility of the barracks students to initial reports in the guard room daily.

- 1) For a violation of regulations which require **rooms to be clean and orderly** and for violations of regulations which prohibit **the rearrangement of room furniture**:

FIRST OFFENSE -	Warning
SECOND OFFENSE -	\$1.00
THIRD OFFENSE -	\$3.00
FOURTH OFFENSE -	Suspension of barracks and dining hall privileges

2) For violation of regulations which require **sheets and spreads on mattresses** at all times:

FIRST OFFENSE -	\$1.00
SECOND OFFENSE -	\$3.00
THIRD OFFENSE -	\$5.00
FOURTH OFFENSE -	Suspension of barracks and dining hall privileges

3) For violation of regulations which prohibit the **entering of unoccupied or "off limits" rooms or areas**:

FIRST OFFENSE -	\$10.00
SECOND OFFENSE -	Suspension of barracks and dining hall privileges

4) For violation of regulations which prohibit the **keeping of food in the barracks**:

FIRST OFFENSE -	\$2.00
SECOND OFFENSE -	\$10.00
THIRD OFFENSE -	Suspension of barracks and dining hall privileges

5) For violation of regulations concerning the **bringing of alcoholic beverages into the barracks: Dismissal**

6) For violation of regulations concerning the presence of **cooking utensils and electrical appliances** other than those specified as authorized in this memorandum:

FIRST OFFENSE -	\$10.00
SECOND OFFENSE -	Suspension of barracks and dining hall privileges

7) For violation of regulations concerning **unnecessary noise** in the barracks:

FIRST OFFENSE -	\$2.00
SECOND OFFENSE -	\$5.00
THIRD OFFENSE -	Suspension of barracks and dining hall privileges

8) For violation of regulations prohibiting the **posting of pictures, schedules, and things of a similar nature on the wall, woodwork, or lockers**:

FIRST OFFENSE -	Warning
SECOND OFFENSE -	\$1.00
THIRD OFFENSE -	\$3.00
FOURTH OFFENSE -	Suspension of barracks and dining hall privileges

9) For violation of regulations concerning **illegal possession, use or trafficking in hallucinogenic or narcotic drugs or drug paraphernalia** on campus or off campus: **EXPULSION**

10) For **Honor Violations**, i.e. Lying, Cheating, Stealing, or Toleration: **EXPULSION** plus \$25.00 fine per day for each day past the deadline to move.

11) For violation of regulations concerning **damage to room property**, i.e. cutting mattresses, breaking / damage to screen / door, etc.: **SUSPENSION** and pay for damages.

12) For violation of regulations prohibiting **candles of any type and incense in the barracks**: \$25.00 Fine

13) For violation of regulations which require students to **officially check-out** with the barracks proctor before vacating the barracks: \$25.00 Fine

14) For violation of regulations concerning **being disrespectful** of The Citadel staff members and proctors: Removal from the Barracks

15) For violation of regulations prohibiting **flammable or combustible materials**, such as propane cylinders, charcoal, or lighter fluids, in the barracks:

FIRST OFFENSE -	\$25.00 fine plus confiscation of unauthorized item(s)
SERVICE CALL (911) -	Minimum \$100.00

16) For violation of regulations concerning **belligerent acts**, (i.e. threatening, pushing, hitting, or shoving): Room change or removal from the barracks

17) For violation of regulations prohibiting **tampering with fire safety equipment**, smoke detectors / alarms, in any manner: Fine in the amount of damage and possible removal from the barracks

- 18) For a violation of regulations **prohibiting firearms, fireworks, weapons, and combustible items**: Removal from the barracks
- 19) For a violation of regulations concerning **throwing out items over the galleries or windows**: Removal from the barracks
- 20) For violation of regulations concerning **losing of I.D. Cards**: \$5.00 for replacement
- 21) For violation of regulations concerning **unauthorized room changes**: \$50.00
- 22) For violation of regulations prohibiting **engaging in serious sexual activity** (serious sexual activity may include oral sex, sexual intercourse, or public display of nudity or partial nudity) on The Citadel Campus: **EXPULSION**
- 23) For violation of regulations prohibiting **destructive behavior**: Removal from the barracks
- 24) For violation of regulations concerning **visiting violations**: Fine or **DISMISSAL**
- 25) For other offenses prejudicial to **good order and discipline**, the punishment will be as determined by the Commandant of Cadets.

All fines imposed upon Summer School students will be paid to the Treasurer, The Citadel. A receipt will be given to the offender. Barracks students will take their receipt to the Commandant's Office to be recorded. Failure to pay fines within one week from the date they are posted on the barracks bulletin board may be cause to deny the offending student the privilege of living in the barracks.

H. Administration

1) Communications

Students enrolled in courses in any of The Citadel's Summer School Sessions must immediately notify the Registrar's Office and the College of Graduate and Professional Studies Summer School Office of any change of address.

2) Dining Services

a) Students in Maymester, Summer I, and Summer II may purchase meal tickets for use in the dining facility. Good manners and good conduct at the table are required at all times. The throwing of food or any articles, shouting, or unnecessary loud talking or any disorderly or improper conduct in the Dining Hall is prohibited.

b) Meal tickets are not transferable. Students will not loan, sell, or otherwise permit their meal tickets to be used by other individuals. Meal tickets are required for entrance into the Mess Hall. Meal tickets and ID Cards are subject to spot checks in the Mess Hall.

c) Items in the Snack Bar, Gift Shop, and Cadet Store are available to students on a cash basis.

3) I.D. Cards

At the time of registration each student must have a Citadel Identification Card made. An appropriate sticker will be affixed to the ID card to indicate the term the student is enrolled for. These ID cards will be used for library purposes and for identification purposes in the barracks. The first ID card is free; the student must pay \$5.00 for each replacement card.

4) Infirmary

a) The Infirmary located on campus is available on a limited basis for students living in the barracks during Maymester and Summer Sessions. The Infirmary publishes hours during which a staff member will be on duty. In case of an emergency when the Infirmary is not staffed, students should notify Public Safety. Public Safety's telephone number is **953-5114**, and can be reached 24 hours a day, 7 days a week.

b) The Citadel Infirmary's primary mission is to provide medical care to The Citadel Corps of Cadets during the regular academic year and boarding students during The Citadel's Summer Sessions. Given the limited staffing of The Citadel Infirmary, the Infirmary is not able to provide primary health care for non-boarding students. These students should ensure that they have selected a primary health care provider from among the many qualified physicians in the Charleston

area. Emergency cases are immediately referred to the appropriate hospital or physician in the Charleston area.

5) Insurance

If students wish to have personal property insurance, they may be covered by their parent's home policy or they may choose to take out an insurance policy through another insurance company. The Citadel is not responsible for lost, stolen, or damaged items in the student's rooms.

6) Laundry Facilities

There is a coin-operated laundry with washers and dryers located on campus. There is also a laundry service available to students living on campus. This service is provided to students on a cash basis.

a) Laundry may be sent to The Citadel Laundry. Pink laundry slips, available in the guard room, will be filled out in triplicate, one copy to be kept by the student and two copies placed in the laundry bag.

b) Laundry will be placed on the gallery near the South Sally Port before 0800 hours, Tuesdays. Clean laundry will be delivered to the barracks no later than Thursday. The proctor on duty will provide a roster for students to initial when the clean laundry is picked up. Students must pick up their laundry from the proctor on duty.

c) Lost clothing or an improper article will be reported to the Laundry Manager within 24 hours.

7) Public Safety

a) The Public Safety Officers are State constables and are charged with enforcing all State laws and all College rules. Their jurisdiction includes the campus and areas contiguous to the campus. These officers are available to provide assistance as needed.

b) All automobiles must be registered as appropriate with Public Safety, and traffic regulations must be adhered to.

c) Two – and three-wheeled motorized vehicles may not be operated on campus. There is limited parking for such vehicles near Lesesne Gate.

d) All crimes, thefts, dangerous situations, injuries, etc., must be reported to the Public Safety Officer on duty as quickly as possible.

e) Office of Public Safety operates a lost and found service.

f) The barracks are patrolled regularly by professional Public Safety officers. The Public Safety office is located near the front entrance to the campus and is available to assist students in any way that might be needed. Public Safety's telephone number is **953-5114**, and can be reached 24 hours a day, 7 days a week.

8) Serious Incidents (Reporting Of)

a) The occurrence on The Citadel campus or the involvement of a student, member of the faculty or staff, or campus dependent as the suspect or victim of a criminal act (to include, but not limited to: murder, rape, robbery, vehicle theft) will be immediately reported to The Citadel Department of Public Safety by the first member of The Citadel community learning of the occurrence. The individual reporting the incident also has the option of requesting that the appropriate local law enforcement agency be included in the investigation.

b) Students who have been victimized and wish to pursue confidential counseling may contact The Citadel Counseling Center for an appointment or referral to specialized community resources.

9) Storage

Unauthorized appliances / items can be picked up from The Citadel Warehouse on the last day of the student's enrollment at The Citadel. Students pay the \$25.00 fine at the Treasurer's Office. A receipt must be presented to the Warehouse.

10) Student Facilities

Boarding students who have paid the College Fee as well as others who have paid an Activities Fee are accorded the privilege of using all facilities of the College.

12. Rescission:

Memorandum 6, dated 23 June 2003, is rescinded.

FOR THE PRESIDENT:

OFFICIAL

CHARLES B. REGER
Colonel, USAF, Retired
Executive Assistant to the President