

*The Citadel. Cadets who have been discharged for reasons other than academics or conduct may transfer back to The Citadel no more than four (4) pre-approved courses taken during that period of discharge.*

*All transfer credits are provisional. If a department determines within a reasonable period of time after classes begin that the student is not prepared to take a course for which the transferred course is a prerequisite, the allowance of credit is withdrawn, and the student must take the prerequisite course at The Citadel.*

During the fall and spring semesters, a cadet may not take a course offered at another institution or a course offered through the Citadel Graduate College.

### **Maymester and Summer School**

The Citadel offers a Maymester, two day summer sessions, and two evening summer sessions. Over a summer, a student will not normally be permitted to enroll at The Citadel or transfer in from another accredited institution more than four courses and associated labs. If, however, the student is enrolled in Maymester and two summer sessions, a maximum of five courses and associated labs may be taken. The maximum load allowed in Maymester is one course; the maximum allowed in each session of summer school is two courses and associated labs. As with all transfer courses, prior approval is required for transfer of summer courses taken at another accredited institution.

### **Class Attendance Policy**

The cornerstone of undergraduate education is communication between the teacher and the learner, and at The Citadel, class attendance is mandatory. Students may, however, need to miss class for authorized reasons—athletic events, academic travel, special ceremonies, guard duties, etc. Illness and personal emergencies may also cause students to be absent for legitimate reasons. Should it be necessary to miss a class for any reason, the student will, unless circumstances preclude it, notify the professor in advance and will be responsible for any material missed. Scheduled tests and laboratories take precedence over all other college duties or activities.

Absences, whether excused or unexcused, in excess of 20% of the meetings of a particular course can, at the discretion of the professor, result in a grade of “F” in the course. As is the case for academic dismissals based on unexcused class absences, when class attendance is used to adjust or determine a cadet’s grade, the official Class Absences System of the College will provide the official attendance record. Faculty members will have the option of entering/correcting class absence data for 6 working days after the day the class meets. However, no changes to the Class Absence Data will be made after the day of SCCC exams.

As soon as a determination has been made that a grade of “F” for excessive absences is warranted, the instructor will notify the Associate Provost, and the student will be assigned an “F.” If, as a result of this action, the total hours carried by a full-time student drops below 12 credit hours, the student is subject to immediate discharge from the College unless there are extenuating circumstances. Such circumstances must be presented in writing to the Associate Provost.

When the number of unexcused absences reaches 7, the student and his or her parents will be issued a warning by the Associate Provost that continued disregard of the academic policy requiring class attendance will result in an academic discharge from the College. After 14 unexcused absences in any semester, the student will be permitted to complete the current semester, but will be academically discharged from the College for the following semester. Cadets who accumulate 14 or more unexcused absences in the spring semester and who would otherwise be eligible to participate in commencement will not be permitted to do so. In all other circumstances, cadets who accumulate 14 or more unexcused absences will be awarded an academic discharge.

### **Final Examinations**

Examinations are required at the end of each semester. Examinations will be given at the assigned time. If a faculty member has more than one section of the same course, students may, with the permission of the faculty member and providing that there is no conflict, take the final examination with another section.

Since no scheduling conflicts are possible, make-up examinations should not be necessary. Any examination which is missed due to an emergency should be rescheduled after the regularly scheduled examination period but not during a Reading Period, during ESP, or on a Sunday. If rescheduling is not possible prior to the deadline for submission of final grades, the instructor should award the student an “I.” Conflicts resulting from a student’s travel arrangements do not constitute an emergency and do not justify a make-up examination. Any exception to these policies must be requested in writing by the student and concurred in by the instructor and the Associate Provost.

The final examination schedule is published each semester on The Citadel web page.

### **Degrees**

The degree of Bachelor of Arts is conferred upon satisfactory completion of the appropriate program of study in chemistry, criminal justice, English, history, mathematics, modern languages, political science, or psychology. The Bachelor of Science degree is conferred upon satisfactory completion of the appropriate program of study in biology; chemistry; computer science; education; health,