

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

MEMORANDUM
NUMBER 2-400

9 September 2026

HONOR APPEALS

1. PURPOSE

The President of The Citadel is the appellate authority for cadet honor cases. This Memorandum describes associated policy and procedures.

2. REFERENCES

United States Constitution, Amendments IV and XIV

3. DEFINITIONS

N/A

4. POLICY.

A. The President will only consider a grant of relief from an Honor Court decision on the following grounds:

1. New evidence, available since the Honor trial, which would indicate the findings of the court are in error;
2. Evidence that a cadet's rights were not protected, jeopardizing that cadet's right to a fair and impartial trial;
3. An error in the trial proceedings of such magnitude as to jeopardize the fairness of the trial.

The President will not entertain appeals solely to alter or amend punishment, nor consider petitions or arguments based on a cadet's character.

B. The preparation and submission of the Appeal are the responsibility of the appellant-cadet ("Appellant"). An appeal must include all necessary argument, documents, and evidence, (the "Appeal"), as necessary supporting a decision to amend the Honor Court's or President's conclusions. An Appeal alleging new evidence must fully explain how such evidence alters the original decision. Failure to provide sufficient materials or explanation will result in denial of the Appeal.

5. PROCESS

- A. The Appellant must present the Appeal to the Associate Director for Honor and Character Development (AD-HCD) within five (5) business days of the receipt of the President's decision announcing punishment. The AD-HCD may grant a five (5) additional business day extension upon a written request showing good cause but shall not grant extensions based on the availability or schedules of counsel or other advisors to the Appellant.
- B. The AD-HCD sends the Appeal to the Honor Committee. Within five (5) business days, the Committee prepares a response ("the Committee Response"), which the AD-HCD provides the Appellant. In cases alleging new evidence, the Committee Representative may submit responsive evidence or written descriptions of such evidence to the AD-HCD. The AD-HCD shall provide copies of such evidence or descriptions to the HBOR and the Appellant.
- C. The AD-HCD will appoint an Honor Board of Review (HBOR) in accordance with Annex A. Upon receipt of the Committee Response, the AD-HCD will submit the Honor Court file, the Appeal, and the Committee's Response (collectively, "the Materials") to the HBOR.
 1. *Initial Review.* The HBOR will review the Materials and determine if the appeal raises a genuine issue or issues pursuant to Paragraph 4.A. If the appeal does not raise such issue(s), or if the HBOR determines a formal review is otherwise not necessary, the HBOR Chair forwards the HBOR's findings and recommendations to the President in accordance with Annex B.
 2. *Formal Review.* If the HBOR elects to hold a Formal Review, it will do so in accordance with Annex A. Upon conclusion of the Formal Review, the HBOR Chair will present the findings and recommendations to the President in accordance with Annex B.
- D. The President will review the Materials and the Board's recommendation. The President may:
 1. Reject the appeal. Upon such decision, the Appellant shall be expelled.
 2. Grant the appeal, in whole or in part, as follows:
 - a. The President may reverse the Honor Court decision. Upon such decision the Cadet shall return to the Corps of Cadets in good standing.
 - b. The President may amend the punishment. Upon completion of such amended punishment, the Cadet shall return to the Corps of Cadets in good standing.
- E. The President may adjudicate the Appeal at any time during this process, including immediately upon receipt of the Appellate Materials or upon receipt of

the Committee Response. The President may rely on the recommendation of the AD-HCD or such other official as appropriate. The President's decision is final.

5. COMPLIANCE

- A. A cadet's failure to comply with procedures described in this Memorandum, including but not limited to the timely and sufficient submission of the Appellate Materials results in dismissal of the appeal and imposition of punishment. Such dismissal constitutes the final action of the College.
- B. Any other failure to adhere to these procedures will not constitute grounds for reversal of the Honor Court decision or modification of the punishment.

6. NOTES

A. Dates of official enactment and amendments:

Approved by the President on 9 September 2026.

B. Responsible Department:

The Krause Center for Leadership and Ethics

C. Responsible Official:

Associate Director for Honor and Character Development (AD-HCD)

D. Cross-references:

[College Regulations](#)

The Honor Manual of the South Carolina Corps of Cadets

7. RESCISSION

Memorandum Number 2-400 dated 23 May 2023, and all previous versions.

8. REVIEW

Biennial.

OFFICIAL

KENNETH F. MCKENZIE, JR.
General, USMC (Retired)
President

Attachments

Annex A – Honor Board of Review Standard Operating Procedure

Annex B – Template, Honor Board of Review Report

ANNEX A

Honor Board of Review – Standard Operating Procedures

1. COMPOSITION. An Honor Board of Review (HBOR) will be composed of:

- A. A Vice-President, Dean, Associate Vice-President, or Associate Provost, who shall serve as Chair.
- B. A Battalion or Company Tactical Officer.
- C. A representative of the faculty or staff.
 - 1. If the Chair is a Vice President or Associate Vice-President, the representative should be a faculty member with the rank of Professor.
 - 2. If the Chair is a Dean or Associate Provost, the representative should be a department director from the staff of the college.
- D. A non-voting recorder. The Recorder does not vote or otherwise participate in decisions by the HBOR; the Recorder provides administrative assistance to the HBOR, as directed by the Chair.
- E. A non-voting member of the Honor Committee who did not participate in the underlying case. The Honor Committee member shall advise the HBOR on Honor Committee and Honor Court procedures.

2. PROCEDURE

- A. Appointment. Upon receipt of an Appeal and the Committee Response, the Associate Director for Honor and Character Development (AD-HCD) will appoint an HBOR and provide it with copies of the Honor Court's file, the Appeal, and the Committee's Response (the "Materials").
- B. Initial Review. Within five (5) business days of receipt of the Materials, the HBOR shall meet and determine if the appeal warrants a Formal Review. The HBOR will consider whether the issues raised by the Appellant genuinely raise one or more of the grounds described in Memorandum 2-400, Section 4.A., and other questions raised. All voting members of the HBOR have equal input in discussing the merits of the appeal.
 - 1. If the HBOR elects not to hold a Formal Review, the Chair will prepare a Report pursuant to 2.D, below for submission to the President.

2. If the HBOR elects to conduct a Formal Review, it will identify in writing the issues to be considered. The Chair provides this to the AD-HCD, who will notify the Appellant, the Honor Committee, and other college officials, as appropriate.

C. Formal Review.

- a. The Appellant will attend the hearing and make the initial oral argument to the HBOR. Board members may ask questions of the Appellant.
- b. The Chair of the Honor Committee, or his/her designee, (hereafter “the Committee Representative”), will present the Committee’s response to the appeal and respond to HBOR questions.
- c. The Appellant may make a brief argument and/or answer follow-up questions from the HBOR. The Committee Representative may also reply, and/or answer follow-up questions from the HBOR.
- d. After each party is heard, the HBOR will enter executive session, conduct deliberations, and make findings and recommendations.

- D. Report. Upon conclusion of its Initial and/or Formal Review, the HBOR will prepare a report to the President. The report must address the issues raised by the Appellant, the findings and supporting rationale of the HBOR on each of the issues, and a recommendation for action on the appeal by the President. The HBOR may attach a minority report on any or all issues.

- E. Action by the President. The President receives the HBOR report but is not bound by the findings, rationale, or recommendations of the HBOR.

3. GENERAL GUIDANCE FOR THE CONDUCT OF THE HBOR.

- A. Civilian courts are reluctant to interfere with college self-governance. Before taking serious disciplinary action, the college must provide notice of the charges against the student and an opportunity to contest those charges. The college’s decision must be based on ample evidence, such that the decision is not arbitrary.
- B. The HBOR’s responsibility is limited. The HBOR does not provide a second forum to retry the Appellant’s case. The HBOR’s task is to review the Appellate Materials and consider the following:
 1. Did the College, including the Honor Court, follow its rules, and in so doing, afford the Appellant a fair hearing? This question deals only with how a finding was reached, and not with the finding itself. Deviations from pre-trial and trial procedures are not basis for sustaining an appeal unless significant prejudice results.

2. Was there evidence of substance supporting the Honor Court's finding and the President's Honor Decision? This question considers whether there were facts in the case, if believed by the Honor Court, were sufficient to establish a violation occurred
 3. Is there new information not available at the time of the hearing? If so, is this information of such substance as to likely produce a result more favorable to the cadet if heard by the Honor Court? When considering this question, the HBOR relies solely on the written Appeal materials and any responsive evidence or written descriptions provided by the Committee Representative.
- C. Except in extraordinary circumstances, as determined by majority vote of the HBOR during the Initial Review, the HBOR shall not call witnesses. The HBOR may consider questions suggested by each party but is not required to ask them.
- D. Attorneys and other attendees:
1. The appellant may be assisted by up to two cadet representatives. The cadet may also formally request in writing no later than two (2) days before the Formal Review to the HBOR Chair for an attorney to attend. Neither the cadet representatives nor counsel may conduct questioning or make arguments during the Formal Review. If the cadet has an attorney, the College may, at the discretion of the Chair, have legal counsel present advising the HBOR.
 2. Upon request and consent of the appellant, the HBOR may permit other persons to be present during the hearing
- E. Timeliness: Cadets accused and found in violation generally suffer a decline in academic performance. Timely resolution of the appeal benefits all parties. If the HBOR elects not to hold a Formal Review, it should submit its report to the President within two business days. If the HBOR elects to conduct a Formal Review, it should hold the hearing within five business days and submit its final report to the President within two business days after the Formal Review.
- F. Majority decision: All action taken by an HBOR shall be by majority vote.

ANNEX B
REPORT OF HONOR BOARD OF REVIEW TEMPLATE

To: General Kenneth F. McKenzie Jr., USMC (Retired), President

From: Honor Board of Review in case of Cadet XX (CWID)

Date:

1. **Introduction:** On _____, (day) (month) (year), an Honor Board of Review met to consider the appeal filed by Cadet _____. The Board did / did not elect to hold a Formal Review of the appeal. The Board of Review conducted the Initial / Formal Review on _____.
2. **Issues:** Cadet _____ raised _____ issues in his / her appeal.
3. **Discussion:** The Board concluded the following merited consideration.
4. **Findings:** The Board concluded there were / were not grounds to recommend altering the Honor Decision in this case.
5. **Recommendation:**
 - A. Grant the appeal and dismiss the case. Cadet returns to Good Standing.
 - B. Grant the appeal and modify punishment.
 - C. Reject the appeal. Original decision and sanction stands.

CHAIR
(Name)
(Rank), (SCM or Service)
Vice President, Dean
Assoc Vice President or Assoc Provost

VOTING MEMBER
(Name)
(Rank), (SCM or Service)
(Title), (Department)

VOTING MEMBER
(Name)
(Rank), (Service)
TAC Officer, (Unit)

RECORDER
(Name)
(Rank), (Service)
(Title), (Department)

CADET NONVOTING ADVISOR
(Name)
(Rank), SCCC
Honor Representative, (Unit)