THE WHITE BOOK

CHAPTER 7
Cadet Personnel and Administration

SECTION 1
Cadet Discipline

Version: 29 October 2026
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Position: Assistant Commandant for Discipline

I. **Organization:** The Commandant has primary responsibility for the Cadet Disciplinary System and administers the system through the Assistant Commandant for Discipline (AC-D), Battalion/Company TACs, and TAC NCOs. The office of the AC-D is located on the second floor of Jenkins Hall.

II. **Functions:** This policy prescribes procedures for the following functions:

A. Performance Reports
1. General
2. Processing Performance Reports (PRs) in CAS
3. Creating a PR
4. Responding to a PR
5. Explanation of Report, Written (ERW)
6. Responsibilities

B. Punishments
1. Demerits
2. Restrictions
3. Confinements
4. Tours
5. Accelerated CONs and Tours
6. CONs for Tours
7. In-Season Cadet Athletes
8. Cadet Reductions and Company/BN Transfers
9. Amnesty
10. Alternative Punishments (Community Service, AC-D assigned work, BN assigned work)
11. Suspension and Remission of Punishment (Punishments Held in Abeyance)
12. Appeals

C. Reports and Statements

D. Investigations and Boards
1. General

2. Conduct Review Board
3. Cadet's Rights
4. Suitability Board
5. Commandant's Board
6. Class I Hearing
7. Resignations
8. Commandant's Board Sequence of Events
9. Class 1 Hearing Board Sequence of Events

III. Procedures:

A. Performance Reports (PR):

1. **General:**
   i. Cadets are expected to check CAS and their email accounts twice daily.
   ii. Violations or suspected violations of regulations are reported on a Performance Report (PR) in the Cadet Accountability System (CAS). PRs are also used to reward outstanding performance with merits.
   iii. The details or facts surrounding the report of an offense are most frequently determined through an Explanation of Report, Written (ERW) and face-to-face sessions between the accused and the Chain of Command and TACs.
   iv. Any rank holding cadet, cadets acting in an official capacity, cadets who consider themselves victims of mistreatment, and any member of the faculty, staff, commissioned or noncommissioned officers may complete a Performance Report (PR) alleging disciplinary violations against a cadet for violations of The College Regulations, Blue Book, or other applicable orders or policies.
   v. For violations involving groups of cadets or cadet units, observers should report the allegations to the appropriate TAC and/or Cadet Chain of Command.
   vi. A PR shall describe with reasonable particularity the conduct of the accused cadet.
   vii. A PR should be submitted as soon as possible after the event takes place but there is no statute of limitations.
   viii. Prior to the issuance of a PR, the Commandant, or his or her designee, may conduct an investigation to determine if allegations of disciplinary violations have merit or a more egregious infraction occurred. If the Commandant concludes, the charges are without merit, such disposition shall be final and there shall be no subsequent proceedings. If the charges are found to have merit, the investigating officer may issue or recommend issuance of a PR and may later serve in the same matter as a member of a Hearing or Commandant's Board.

2. **Processing a PR in CAS:**
   i. On the spot corrections for minor offenses do not require a written PR, but a PR may be submitted at the discretion of the observer.
   ii. PRs are mandatory for Class I and II Offenses.
   iii. PRs are also used to reward outstanding performance with merits. PRs submitted for merits will be posted to the cadet's record, and no further action is required.
   iv. Once the PR is submitted in CAS, it is automatically routed to the cadet for whom the PR is written. The

PR Time Line	
Official	**Days**
Cadet	4
Co CDR/XO	2
CO TAC	2
BN TAC	2
AC-D	Indef

PR is also automatically logged into the Cadet Accountability System (CAS) for tracking.

v. Cadets will receive an email prompt telling them that they have a PR waiting for a response. The cadet will have **four duty days** to write an Explanation of Report, Written (ERW) and submit the PR/ERW electronically.

vi. Cadets desiring a Commandant's Board or Hearing will state so on the ERW.

vii. The PR is then automatically sent to the Cadet Company Commander or Executive Officer who will review the PR/ERW, recommend a punishment or provide extenuating circumstances and a rationale for increased, reduced or no punishment.

viii. As appropriate by class of offense, the PR is automatically submitted to the Company TAC, Battalion TAC and the AC-D for final adjudication. Each of these reviewing authorities has **two duty days** to review and submit the PR/ERW to the next higher level for adjudication.

ix. The table to the right shows the approval authorities for all offenses.

Offense	Adjudication Authority
Class IV	CO CDR
Class III	CO TAC
Class II	BN TAC
Class I	AC-D

x. Failure to meet the timelines outlined above results in the PR automatically being sent to the next higher level for adjudication.

xi. TACs can serve as investigating officers on Class I and II offenses at the direction of the Commandant or the AC-D.

xii. TACs may make specific recommendations for punishment to the AC-D.

xiii. As appropriate, the AC-D will review the PR/ERW and either assign punishment (Class I to Class III) or convene a Commandant's Board or Hearing to determine the facts of the case and a resulting punishment.

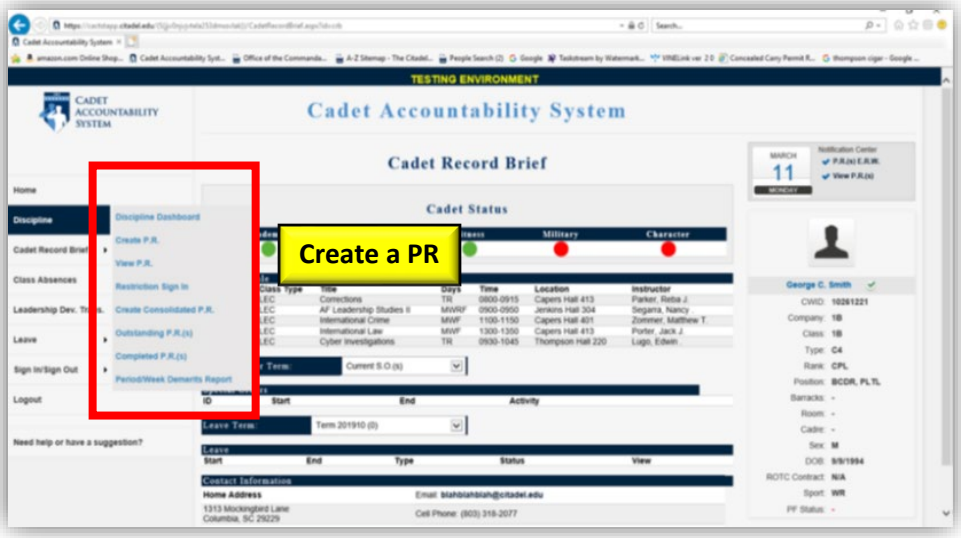
xiv. A cadet requesting a Board has the option of personally presenting the case before the Board or allowing the ERW to stand as his/her defense. Cadet Company Commanders and other members of the accused's Chain of Command should attend Boards or Hearings when possible. Hearings are conducted in accordance with paragraph 3.D. of this chapter.

xv. The AC-D will review all Class I punishments prior to publication of the punishment order. This review is to confirm compliance with the provisions of this chapter and to ensure consistency of punishment and disciplinary trends across the Corps of Cadets.

xvi. The Commandant will make a final decision on punishments if a proposed punishment falls outside of "normal" ranges.

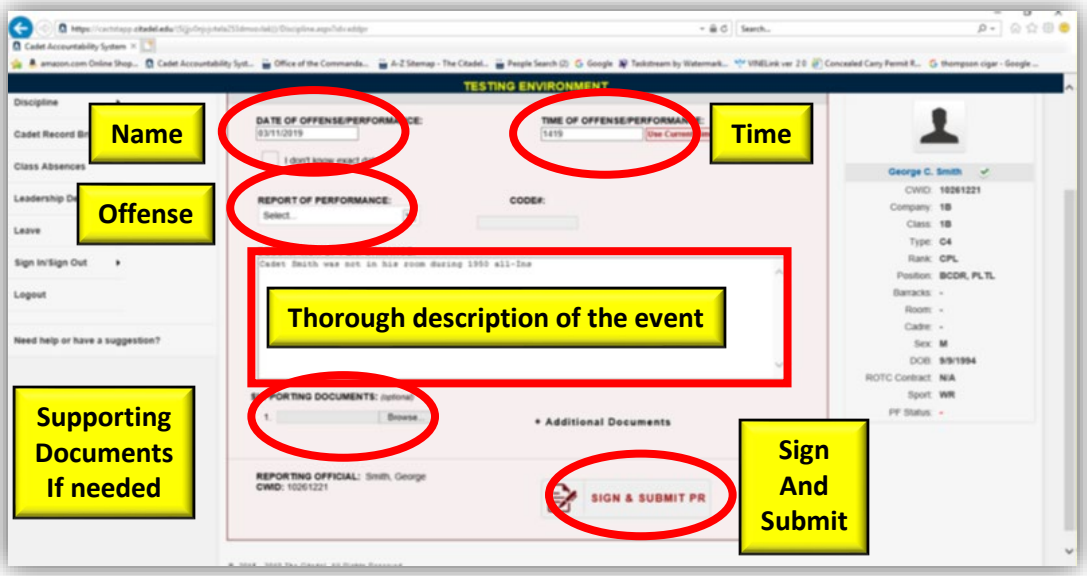
3. **Procedures for Creating PRs in CAS:**

i. To create a PR, go to the left side of the CAS screen and select "Discipline." Then select "Create a PR." The screen will change to an electronic performance report



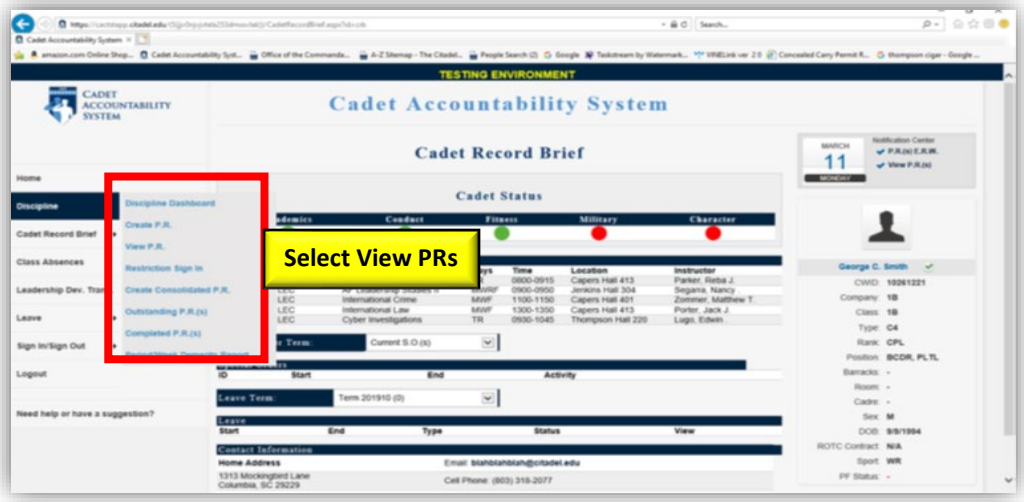
- Begin entering the name of the cadet who will receive the PR. When the correct name pops up, select the name and the top line of the PR will self-populate.
- The Date and Time will populate with the current date and time and can be changed if the exact date and time are known.
- Select the offense from “Report of Performance” drop down menu.
- Write a detailed description of the offense/meritorious action.

ii. **Additional documentation** can be attached to the PR by selecting “Supporting Documents.” That will open a screen to select attachments from your computer.

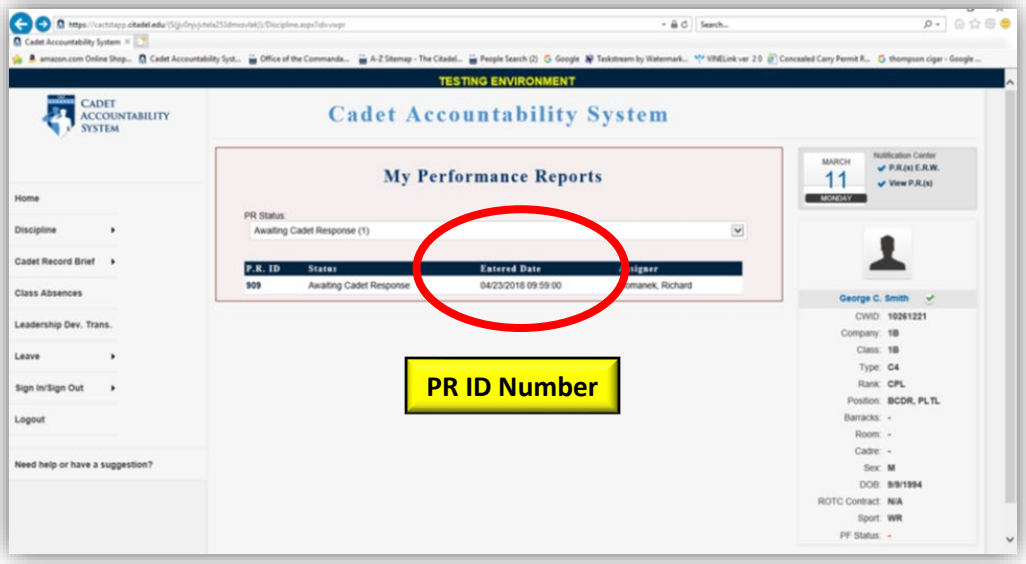


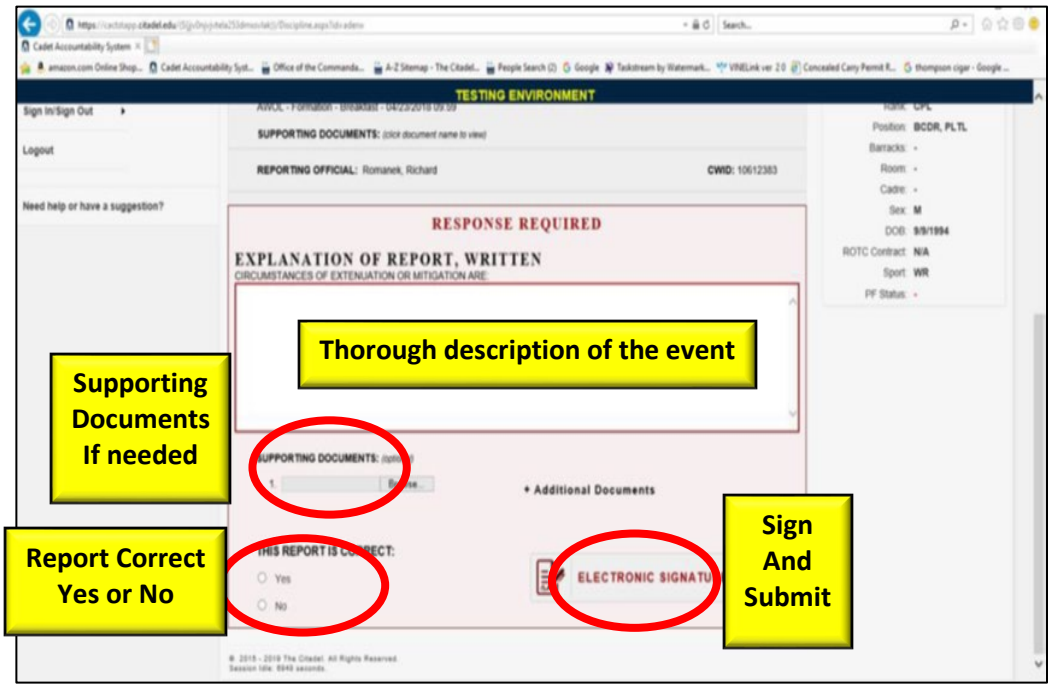
iii. **"Sign & Submit PR**" is the last step after which you will receive a message that your PR was successfully submitted. The PR will be routed to the cadet for whom the PR is written. It will also be logged into the Cadet Accountability System (CAS) automatically for tracking. PRs submitted for merits are posted to the cadet's record, and no further action is required.

4. **Respond to a PR:**
   i. Cadets will receive an email telling them that they have a PR waiting for their response. The cadet will have **four duty days** to respond to the PR. After four days, the PR will automatically process to the cadet's company commander or XO for recommendations. Upon receipt of the PR, the receiving cadet will either acknowledge the offense or write an Explanation of Report, Written (ERW) and submit the PR with the ERW electronically.
   ii. Cadets will see the "Outstanding PR" in the "Notification Center." Cadets will then select "Discipline" and on the drop-down menu select "View PRs."



iii. From "View PRs," select "PR I.D." and then select the "PR I.D." number.





iv. Review the PR and respond "Yes" or "No" to "This Report is Correct."

- **Explanation of Report, Written (ERW):** Any cadet accused of an offense for which a PR is written can provide a written explanation of the circumstances surrounding the alleged offense and any matters of extenuation or mitigation. Cadets desiring a Commandant's Board will state so on the ERW. Cadets can upload any supporting documents they think helpful in their explanation. After writing the ERW, submit using the "Electronic Signature."

5. **Responsibilities:** The PR is automatically sent to the Cadet Company Commander or Executive Officer who will review the PR/ERW, recommend a punishment, provide any rationale for the recommendation, and submit it electronically. As appropriate based on the Class of Punishment, the PR will continue to the Company TAC, Battalion TAC, and the AC-D for final adjudication. Each of these reviewing authorities has two duty days to review and submit the PR/ERW to the next level for adjudication. The TAC may make specific recommendations for punishment to the AC-D. The AC-D will review the PR/ERW and either assign punishment (Class Is), make a specific punishment recommendation to the Commandant, or a recommendation that a Commandant's Board or Class I Hearing be convened.

B. Punishments

1. **Demerits:**

i. Demerits are punishments awarded either separately or in conjunction with other punishments.
ii. Demerits accumulate by month and semester and are not affected by amnesty.
iii. The number of demerits a cadet can accumulate without further penalty is based upon the class status of the cadet.
iv. Cadets exceeding their authorized demerit allotment during a demerit period (a demerit period is defined as four consecutive weeks) will receive appropriate counseling.
v. Cadet authorized demerit totals are shown in the table above.
vi. Cadets exceeding 100% of their allotment will go to a Suitability Board. Cadets below the 100% demerit threshold can go to a Suitability Board at the discretion of the Assistant Commandant for Discipline.
vii. Cadets that are not present during the first semester (study abroad / suspension / dismissal / medical leave) will have their second semester demerits treated as though they are annual demerits.

Demerit Allotment		
Class	**Semester**	**Year**
C1	120	240
C2	100	200
C3	90	180
C4	80	160

2. **Restrictions:** Restrictions are automatically awarded to cadets who are assigned punishments for the period of time in which they are serving punishments. A cadet who is conduct deficient may not leave campus unless they have an approved Special Order and sign out appropriately. A cadet is restricted to campus until the completion of their punishments and their conduct reflects as such in CAS.

i. Cadets on restriction are required to open the restriction file in CAS found under "sign in / sign out." Any day the Corp of Cadets is granted leave, restricted cadets must sign an Attestation Statement stating that they will remain on campus during the restricted period. Cadets must sign the Attestation Statement fifteen (15) minutes prior to the start of the first punishment hour to fifteen (15) minutes after the hour. Sign ins for Saturdays and Sundays is at 0800 each morning. Therefore, on Saturdays and Sundays, cadets must sign the Attestation Statement between 0745 to 0815. If for some reason a cadet has a computer problem, they should notify their Company Duty Officer who will notify the AC-D or DACD.

ii. Attestation signing is required on Wednesday from 1445-1515, on Friday 1845-1915, on Saturday from 0745-0815, and on Sunday from 0745-0815. See the chart below for a visual of the times to sign restrictions.

<table>
<tr><th colspan="8">Punishment Periods</th></tr>
<tr><th></th><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th><th>Saturday</th><th>Sunday</th></tr>
<tr><td>0800</td><td></td><td></td><td></td><td></td><td></td><td>Sign 0745-0815</td><td>Sign 0745-0815</td></tr>
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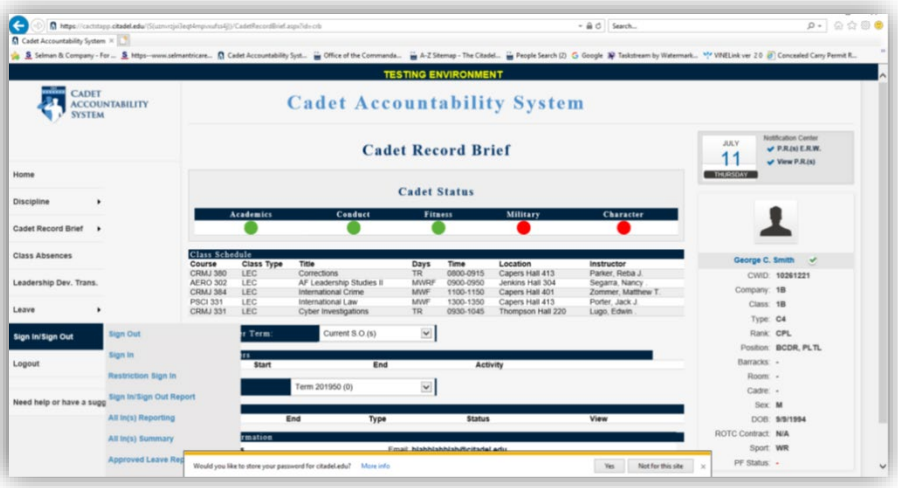
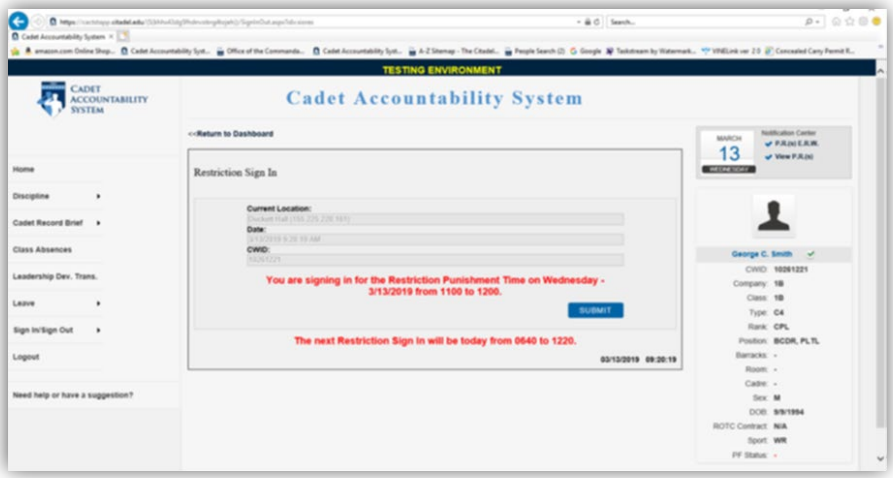


iii. Cadets needing to sign restrictions start on their CRB page. Select “Leave” or “Discipline.” On the drop-down menu, select “Restriction Sign In.”

iv. The cadet will select his current location and then select "Submit" (the date and CWID should auto-populate) and the previous restriction is now signed for.



3. **Confinements:** A confinement is a 50-minute-period during which confined cadets, in duty uniform, are required to remain in their assigned confinement classroom (or, when approved by the AC-D, their own room which will be in MRI order) studying. Sleeping or other forms of entertainment are prohibited. The Confinement Periods are Wednesday from 1500 until 1800, Friday from 1900 until 2200, and Saturday from 1400 until 1700 and again from 1900 until 2200. Sunday confinements are optional and run from 1400 to 1800, not to exceed 16 hours of punishments served per week. See the chart at the bottom of this section for a visual of punishment hours.

i. Confinements are served in the following designated classrooms:

1st – Jenkins 311
2nd – Jenkins 306
3rd – Jenkins 307
4th – Jenkins 310
5th – Jenkins 313

ii. Ten minutes before the start of the first confinement period, cadets serving confinements will report in front of the company letter in duty uniform and stand by for inspection. Company Duty Officers will inspect their company confinees and then march them to Jenkins Hall and escort them to their respective classrooms.

iii. Cadets may only bring laptops, schoolbooks, and a bottle of water to the Confinement Classroom.

iv. Credit for Confinements is in the *White Book* Chapter 7, Section 2 under "Duty Teams."

v. Optional punishment periods for cadets who have not completed 16 hours of punishment in the past week are Sundays 1400 - 1800. These will be served in the appropriate confinement classroom based on your battalion.

Punishment Periods							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0800						Sign 0745-0815	Sign 0745-0815
0900							
1000							
1100							
1200							
1300							
1400			Sign 1445-1515			Cons and Tours	Optional for all Cadets
1500	Optional for In Season NCAA Athletes		Cons and Tours				
1600							
1700							
1800					Sign 1845-1915		
1900	In Season NCAA Athletes		Optional for In Season NCAA Athletes		Cons and Tours	Cons and Tours	
2000		In Season NCAA Athletes		In Season NCAA Athletes			
2100							
2200							
2300							
Restriction Sign In Times							

4. **Tours:** A tour is a 50-minute-period during which a cadet marches on the quadrangle at **120** steps a minute with a rifle at right or left- shoulder arms. The uniform for walking Tours is seasonal leave uniform under arms. The BDO will direct raincoats if necessary. Tours are walked in battalion quads (unless otherwise directed by the OD). Tour Periods are Wednesday from 1500 until 1800, Friday from 1900 until 2200, Saturday from 1400 to 1700 and 1900 to 2200. Cadets can serve optional tours on Sundays from 1400 to 1800, not to exceed 16 hours of punishments served per week. See the chart at the bottom of this section for a visual of punishment hours.
   i. **The COC and BDO will conduct an in-ranks inspection of Tour walkers prior to each Tour period to inspect uniforms, haircuts, shoes, brass, and weapons.**
   ii. After the tour period is completed, cadets will report to the BDO to ensure they receive appropriate credit. A cadet will not receive credit for improperly walked tours or BDOs can generate new PRs for infractions during tours.
   iii. No other activities are allowed on the quad while tours are being walked, including crossing the quad by class privilege unless on guard duty.
   iv. There will be no talking, eating, or drinking while walking tours.
   v. Cadets having both tours and confinements must walk tours first.

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5. **Accelerated CONs and Tours:**
   i. Accelerated Confinements and Tours can be served in accordance with the Winter and Summer Furlough orders under the sole approval of the Assistant Commandant for Discipline.
   ii. A credit of 15 confinements or tours will be awarded during final exam periods only. Credits will not be given for mid-term exams.
   iii. Senior Cadets may walk accelerated tours at the end of each semester in order to meet the requirements for graduation. Underclassmen can only do accelerated Tours as outlined in the winter and spring Operations Orders. Cadets may still walk one tour for two cons during this period. Accelerated tour instructions are published at the end of each semester.
   iv. Cadets who have completed academic requirements for graduation and still have tours to finish, will walk tours in accordance with the accelerated tour instructions. A cadet must be Conduct Proficient at the time of commencement. Exceptions to this policy are at the discretion of the Commandant.
   v. Diplomas and transcripts are awarded only after all punishments are complete.

6. **CONs for Tours:**
   i. Cadets who are designated by The Citadel's Surgeon as Excused from Military Duties (XMD) will serve confinements for tours on a one-for-one basis. XMD Cadets will not walk tours. Cadets sitting confinements in lieu of tours will initial each tour period with their initials and write "XMD: Cs for Ts" next to their tour line. Cadets will also state Cons for Tours in their ERWs, as they will receive an automatic PR for missing Tours, and will upload their written profile with their ERW.
   ii. XMD cadets are required to comply with all other requirements.
   iii. In accordance with the Winter or Spring Operations Order, cadets may walk accelerated tours for confinements at a one for two-credit ratio.

iv. Confinements will be served for tours on a one-for-one basis during periods of inclement weather, when requested by the Regimental Commander, Regimental Adjutant, COC, or the Cadet Regimental Duty Officer.
v. Confinements in lieu of tours for Academically Deficient Cadets:
    a. Cadets will submit CC form 5 for permission to sit Confinements in lieu of Tours due to academic deficiency. The memorandum and form is on the Commandant's website.

7. **In-Season NCAA Cadet Athletes:**

i. The following policy applies to in-season NCAA Cadet Athletes and support staff (Filmers, Trainers, or Managers) only. Any NCAA Cadet Athlete who is **NOT** on in-season orders will serve punishments in accordance with previous policy.
ii. Cadet athletes will serve confinements for tours on a one-for-one basis while on in-season orders, unless otherwise directed by the AC-D.
iii. Cadet athletes will serve their Confinements in Jenkins Hall room 309, and will report to Jenkins Hall room 309 in the uniform of the day 10 minutes before Confinements begin for accountability.
iv. Cadet athletes are required to serve Confinements Mondays 1900-2200, and Tuesdays and Thursdays from 2000-2200. Optional Confinements can be served Mondays from 1500-1800 and Wednesdays from 1900-2200. See the chart at the bottom of this section for a visual of punishment hours.
    a. A cadet athlete may only miss required punishments if they are at a team practice or if they are on athletic orders to be off campus for a competition.
    b. Failure to serve confinements during the required time will result in additional Performance Reports.
v. Cadet athletes may only bring laptops, schoolbooks, and a bottle of water to the Confinement Classroom. THERE WILL BE NO FOOD IN THE CONFINEMENT CLASSROOM.
vi. Cadet athletes serving confinements will be monitored for the entirety of the period and are not to leave the assigned confinement room.
vii. All cadet athletes must properly serve the confinement to receive credit.
viii. Cadet athletes may also serve punishments during the traditional punishment period and in alignment with previous policy. The cadet athlete is responsible for ensuring the BDO knows they are serving cons for tours and that they are appropriately accounted for during this time.
ix. Cadet athletes are required to sign restrictions in accordance with previous policy.
x. Cadet athletes who are conduct deficient are confined to campus unless they have approved special orders and properly sign out. This includes any performance overnights.

Punishment Periods							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0800						Sign 0745-0815	Sign 0745-0815
0900							
1000							
1100							
1200							
1300							
1400			Sign 1445-1515			Cons and Tours	Optional for all Cadets
1500	Optional for In Season NCAA Athletes		Cons and Tours				
1600							
1700							
1800					Sign 1845-1915		
1900	In Season NCAA Athletes		Optional for In Season NCAA Athletes		Cons and Tours	Cons and Tours	
2000		In Season NCAA Athletes		In Season NCAA Athletes			
2100							
2200							
2300							
Restriction Sign In Times							

8. **Cadet Reductions and Company Transfers:**
   i. **Reductions:** Rank-holding cadets may be immediately relieved of their duties for conduct deficiencies.
      a. TAC officers or Cadet Company Commanders may reduce cadets in these categories:
         - The cadet exhibits poor leadership characteristics.
         - The cadet does not set a proper example for subordinates.
      b. The Commandant is the reduction authority for Cadet Commanders, Sergeants Major, and First Sergeants.
      c. BN TACs are the reduction authority for all other rank holders.
      d. Rank holding cadets will also be administratively reduced rank if:
         - The cadet becomes deficient for being found in violation of a tour-level offense.
         - The cadet becomes physically deficient by failing the CPFT.
         - The cadet becomes academically ineligible by failing to maintain a 2.0 cumulative GPA or failing to be academically aligned with the rank they hold.
         - Is found guilty of an Honor Violation and is placed on the Remediation program.
      e. All conduct reductions remain in effect for the semester in which the offense occurs plus one additional semester. Non-rank holding cadets who receive tours are also not eligible to hold rank for the current semester plus one. Physically deficient Cadets become eligible for rank/proficient upon successful passing of a Citadel CPFT (remedial or record). Academically deficient Cadets become eligible for rank/proficient when they achieve a green status in CAS.
   ii. **Company/Battalion Transfers:**
      a. Cadet transfers may be directed for the following:

- The Cadet Unit Commander, with the concurrence of the Company/Battalion TAC, recommends to The Commandant through the Chief of Staff that a transfer is required in the interest of good order and discipline within the company. In these cases, transfers within the battalion may be considered. These transfers are approved only as a last resort.
- Cadet Commanders, Sergeants Majors, and First Sergeants who are reduced are also transferred.
- Cadets receiving a Class I punishment of 80 tours or more shall receive a battalion transfer.

b. Cadets may request transfers to another company. Approval is based on needs/balance of the Corps. These requests will be considered more favorably if moving to assume a rank position. Note: these transfers will not be approved if the cadet was previously moved for Discipline.

c. The AC-D can move a cadet, temporarily or permanently, for the good order and discipline of a cadet, a company/battalion or for the Corps.

9. **Amnesty:**

i. The President of the United States, a foreign Head of State, the Governor of South Carolina, The Citadel Board of Visitors, or The Citadel President are the only entities with the authority to grant amnesty.

ii. Amnesty applies to all unserved punishments except those designated by the Blue Book as not qualifying for amnesty. Punishments not qualifying for amnesty are those stating "No Amnesty" in Annex B, plus any offense related to substance abuse, alcohol, hazing, discrimination, sexual misconduct or sexual harassment.

iii. If it is determined that an offense was committed in anticipation of amnesty, then the punishment resulting from that offense will not qualify for amnesty. The Commandant will make this decision.

iv. Amnesty does not affect demerit totals.

10. **Alternative Punishments.** The AC-D allows cadets alternative means of working off assigned punishments. The ability to use any of these alternative punishment options will depend on a variety of factors including but not limited to, a cadet's status within the Corps of Cadets, number of punishments, and offense violated. Cadets are reminded that Alternative Punishments are a privilege and may be revoked if the cadet does not reflect The Citadel in a positive light. Alternative punishments include service to the community and service to The Citadel. Explanations and details are found below:

i. **Service to the Community**

a. The Commandant's Department partners with the Krause Center for "Tour Alternative Service to the Community" (TASC). Through this program, cadets who qualify may work off punishments through community service events. The credit for these events is 1-for-1 unless otherwise approved by the AC-D.

b. To qualify for TASC, a cadet must:

- Receive approval through their Chain of Command, including their Company and Battalion TAC.

- Have not committed a Class I Offense.
- Be proficient in the other Four Pillars.
- The AC-D and Krause Center will determine final approval.
- Failure to properly qualify for alternative punishments will result in forfeiture of the hours served and may result in additional punishments.

c. Once a cadet qualifies for TASC:
   - Login to GivePulse
   - Sign-up for the approved service event

d. The Krause Center will submit special orders for the cadet to attend the event. The Krause Center will communicate event details via GroupMe and/or email. It is the cadet's responsibility to acknowledge and cooperate with these communications.

e. Cadets will report to their assigned place on time, in the required uniform, meeting all appearance standards. Cadets will follow the instructions of the CIC.

f. The CIC will share all accountability information with the Krause Center, who will share with BN ADJ, BN XO, Company XO, and the AC-D for proper documentation and credit.

g. A Performance Report may result if a cadet registers and fails to attend without prior notification.

ii. **Service to The Citadel (This includes BN TAC/TAC NCO Assigned Details)**

a. Occasionally, college officials need cadets to provide work details in support of specific events. College officials submit requests to the AC-D who will then disseminate approved opportunities through the Battalion Adjutants, Battalion Executive Officers, and Company Executive Officers to the cadets. This communication will specify the exact nature of the work, the standard of performance expected, and the documentation required to receive credit.

b. To qualify for service to The Citadel, a cadet must:
   - Receive approval through their Chain of Command, including their Company and Battalion TAC.
   - Have not committed a Class I Offense.
   - Be proficient in the other Four Pillars.
   - The AC-D will determine final approval.
   - Failure to properly qualify for alternative punishments will result in forfeiture of the hours served and may result in additional punishments.

c. If a cadet qualifies for service to The Citadel, they will respond to the BN ADJ, BN XO, and Company XO stating they are interested in the opportunity.

d. The point of contact for the event will communicate all additional details to the cadet once approved by the BN ADJ, BN XO, or Company XO.

e. Cadets will report to their assigned place on time, in the required uniform, meeting all appearance standards. Cadets will follow the instructions of the point of contact or CIC.

f. An additional Performance Report may result if a cadet registers and fails to attend without prior notification.
g. The point of contact or CIC will share all accountability information with the BN ADJ, BN XO, Company XO, and the AC-D for proper documentation and credit.
h. A Performance Report may result if a cadet registers and fails to attend without prior notification.

11. **Suspension and Remission of Punishment (Punishments in Abeyance):**
    i. When a cadet who receives punishments demonstrates superior performance of duty and exemplary conduct, and shows that the punishment has served its purpose, he/she may request suspension of not more than one-third of the original award.
    ii. Abeyance is not automatic; a cadet who maintains a good appearance, serves punishments properly, is an asset to the company, and has shown true growth, may request to have his/her punishment held in abeyance.
    iii. If a cadet is presently serving more than one punishment, he/she will complete two thirds of the total before becoming eligible for abeyance.
    iv. A letter or memorandum requesting abeyance must originate with the cadet and will be processed in writing through the Cadet and TAC Chain of Command for approval by the Assistant Commandant for Discipline. The letter or memorandum must include lessons learned by the cadet through the discipline process.
    v. Cadets who receive abeyance who commit a Class I offense, receive two or more unexcused class absences or get 50 or more demerits within 120 days of the abeyance being granted will have all punishments restored to their punishment record.
    vi. Cadets with punishments held in abeyance who complete the 120-day abeyance without additional tour/confinement awards will have the suspended tours/confinements remitted permanently by the Assistant Commandant for Discipline.
    vii. A cadet may receive abeyance of punishments ONCE in their cadet career.
    viii. Abeyance of punishments in this section does not apply to special orders issued by the President of The Citadel for punishments resulting from a board or hearing.

12. **Appeals:**
    i. Cadets may appeal any punishment awarded through the disciplinary process. Appeals are considered only on the following grounds:
        a. A violation of due process
        b. The discovery of significant new evidence that was not available to be presented through due diligence and that may have affected the outcome or punishment.
    ii. Appeals will be submitted through the following channels:

Offense	Through	Appellate Authority
Class IV	BN TAC	AC-D
Class III	AC-D	Commandant
Class II	AC-D	Commandant

Class I	Commandant	President

iii. An appeal is not a second opportunity to present or retry a case, and should focus on the basis for appeal rather than information already considered by the punishment adjudicator.

iv. Administrative errors that result in an incorrect punishment do not require a formal appeal. Cadets must identify such errors in writing through the channels listed above. Appeals must be submitted in writing within five (5) working days from the date the punishment is announced.

v. Unless otherwise authorized by the Commandant or President, punishments will be served while an appeal is pending.

vi. Appeals involving suspension, dismissal, or expulsion are governed by *College Regulations*, Section V, Paragraph 5. This section summarizes those procedures; in the event of conflict, *College Regulations* shall prevail.

vii. Upon receipt, the President may forward the appeal and all relevant records to a Review Committee. If the committee determines the appeal lacks merit, the case is dismissed with finality. If the committee determines the appeal warrants further review, it will identify issues for consideration by the President or Board of Visitors, as applicable.

viii. Cadets appealing a suspension, dismissal, or expulsion may request permission from the President to attend classes pending final action on the appeal.

ix. Once a suspension, dismissal, or expulsion becomes final, the cadet may not wear The Citadel uniform or use a Citadel identification unless subsequently readmitted.

C. Reports and Statements:

i. When a cadet makes an oral or written report or statement, regardless of circumstance, the expectation is that the report or statement is true and contains all relevant facts known to the cadet.

ii. Cadets will not use recording devices in investigations, Hearings, or Boards without the written approval of the Commandant.

iii. In any official investigation directed by the President, the Commandant, or their representatives, cadets are required to answer questions regarding facts within their scope of knowledge. Cadets are not required to incriminate themselves, though failure to answer such a question can be used against them in a Board, Hearing or other measure. Cadets may not refuse to answer a question because it might incriminate someone else. Refusal to answer such questions is disobedience of orders.

iv. See the Honor Manual for a discussion of improper questions.

D. Investigations and Boards:

1. **General:**

i. In Class I Offenses where suspension, dismissal, or expulsion is the maximum punishment, the Commandant shall convene a Commandant's Board or Class I Hearing. In all other Class I cases where there are conflicting versions of the circumstances surrounding the offense, the Commandant may appoint an Investigating Officer (IO) or convene a Commandant's Board (CB). If the Commandant does not convene a Commandant's Board or appoint an Investigating Officer, a cadet may submit a written request to the Office of the Commandant for a hearing. The Commandant may elect to convene a Commandant's Board, appoint an

investigating officer, or impose punishment at his sole discretion. Only the Commandant of Cadets, the Deputy Commandant or the Assistant Commandant for Discipline may appoint an IO.

ii. Time limits for the scheduling of a Hearing or a Board are at the discretion of the Commandant.
iii. Boards or Hearings may accept testimony by telephone or via video teleconferencing.
iv. Boards or Hearings are administrative in nature and therefore do not constitute legal proceedings.

2. **Conduct Review Board (CRB):**
   i. When cadets exceed 50% and 75% of authorized yearly demerit allotments, their respective TAC or cadet supervisor will conduct a formal performance counseling using CC FORM 98 (found on the Commandant's Web Site).
   ii. When cadets exceed 50% or 75% of authorized semester demerit allotments, they may be referred to a Conduct Review Board (CRB).
   iii. The CRB is composed of the Company TAC and the Cadet Company Commander or Executive Officer.
   iv. The purpose of the CRB is to determine whether a cadet should be referred to a Suitability Board (SB).
   v. When a cadet exceeds 75% of authorized annual demerit allotments, they are required to go before a Conduct Review Board (CRB).
   vi. A CRB is a mandatory counseling session with a cadet, his or her Cadet Company Commander or XO, and a TAC to discuss why the cadet is in jeopardy of exceeding the yearly demerit allotment.
   vii. In cases where cadets exceed their semester demerit authorizations, the CRB must produce a specific recommendation by the TAC concerning a Suitability Board.
   viii. A CRB is also required to initiate suspension of cadets whose flagrant disregard for authority is apparent by receiving four or more Class I or II Offenses in a semester.
   ix. The CRB is the only procedure that initiates the Suitability Board process.
   x. In all cases where a CRB results in a recommendation for a Suitability Board, the recommendation must be submitted in writing.

3. **Cadet's Rights in Hearings and Commandant's Boards:**
   i. Students accused of a violation of disciplinary regulations which may lead to suspension, dismissal, or expulsion will be read their rights prior to the Hearing or Board.
   ii. These rights, CC Form 14, can be found on the Commandant's website or in the *College Regulations*, Section V, Paragraph 3.

4. **Suitability Board (SB):**
   i. Refer to *the College Regulations* Section VI, Paragraph 3c.
   ii. Suitability Boards are convened by the Commandant of Cadets to determine the future status of deficient cadets. The purpose of the Suitability Board is to determine whether a referred cadet should continue as a cadet, be suspended, or be dismissed.

5. **Commandant's Board (CB**):

i. In Class I offenses that have a maximum punishment of Suspension, Dismissal, or Expulsion, or are conflicting versions of the circumstances surrounding the offense, the Commandant can convene a Commandant's Board. If the Commandant does not convene a Commandant's Board, a cadet may submit a written request to the Office of the Commandant for a Board. A Commandant's Board may only be convened at the sole discretion of the Commandant.
ii. Commandant's Boards are composed of a Battalion TAC, Assistant Commandant, or their equivalent as President, one other TAC, TAC NCO, or approved member of staff, a Cadet Captain or above not from the accused's battalion, and the Deputy Assistant Commandant for Discipline (DACD), TAC, or TAC NCO, to serve as the Recorder (non-voting member).
iii. The members of the Board will hear testimony and view facts during the Commandant's Board. After the Board has concluded, the voting members of the Board will convene to determine if the offense occurred as written in the PR, if a lesser offense is more appropriate, and determine sanctions if appropriate. This will be submitted to the Commandant, who will make his recommendation and, if necessary, the President who will make the ultimate sanctioning decision as applicable.
iv. The accused's Commander or Executive Officer should be present at the Board.
v. The Sequence of Events, CC Form 113, can be found on the Commandant's website.

6. **Class I Hearing:**
   i. In cases where a cadet fully admits to an offense and there is no question regarding the facts of the case, a Class I Hearing can be used to determine a recommended consequence to the Commandant and President. Typically, the AC-D is the Hearing President with the DAC-D serving as the recorder.
   ii. The accused's Commander or Executive Officer should be present at the Hearing.
   iii. The Sequence of Events, CC Form 117, can be found on the Commandant's website.

7. **Resignations:**
   i. Refer to the *College Regulations* Section VI, Paragraph 3.