

THE WHITE BOOK

CHAPTER 7

Cadet Personnel and Administration

SECTION 1

Cadet Discipline

Version: **1 August 2025**

Author: COL Hutson

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. Cadet Reductions **and Company/Battalion Transfers**
8. Amnesty
9. Alternative Punishments (Community Service, AC-D assigned work, BN assigned work)
10. Suspension and Remission of Punishment (Punishments Held in Abeyance)
11. 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 1 Hearings
7. Appeals
8. Resignations
9. Commandant's Board Sequence of Events
10. 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 of 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. The PR is then automatically submitted electronically to the Company TAC, Battalion TAC and finally to 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 code column of Annex B shows the approval authorities for all offenses (See Annex B and the legend at bottom of page). While these approval authorities are optimal, the next or higher authority may override them. Codes without authority are adjudicated by the 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. The AC-D will review PR/ERW and either assign punishment (Class II or 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 and II 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

TESTING ENVIRONMENT

Cadet Accountability System

Cadet Record Brief

Create a PR

Cadet Status

Class	Type	Days	Time	Location	Instructor
JIC	Communications	TR	0800-0915	Capers Hall 413	Franklin, Reta J.
JIC	AF Leadership Studies II	MWTF	0900-0950	Jenkins Hall 304	Segarra, Nancy
JIC	International Crime	MWTF	1100-1150	Capers Hall 401	Zimmer, Matthew T.
JIC	International Law	MWTF	1300-1350	Capers Hall 413	Porter, Jack J.
JIC	Cyber Investigations	TR	0930-1045	Thompson Hall 220	Lugin, Edith

George C. Smith

CVID: 10261221
Company: 1B
Class: 1B
Type: C4
Rank: CPL
Position: BCDR, PLTL
Baracks: -
Room: -
Cable: -
Sex: M
DOB: 9/9/1994
ROTC Contract: N/A
Sport: WR
PF Status: -

- 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 the “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.

TESTING ENVIRONMENT

Name

DATE OF OFFENSE/PERFORMANCE: 09/11/2019

TIME OF OFFENSE/PERFORMANCE: 1419

Offense

REPORT OF PERFORMANCE: Select...

Thorough description of the event

Supporting Documents

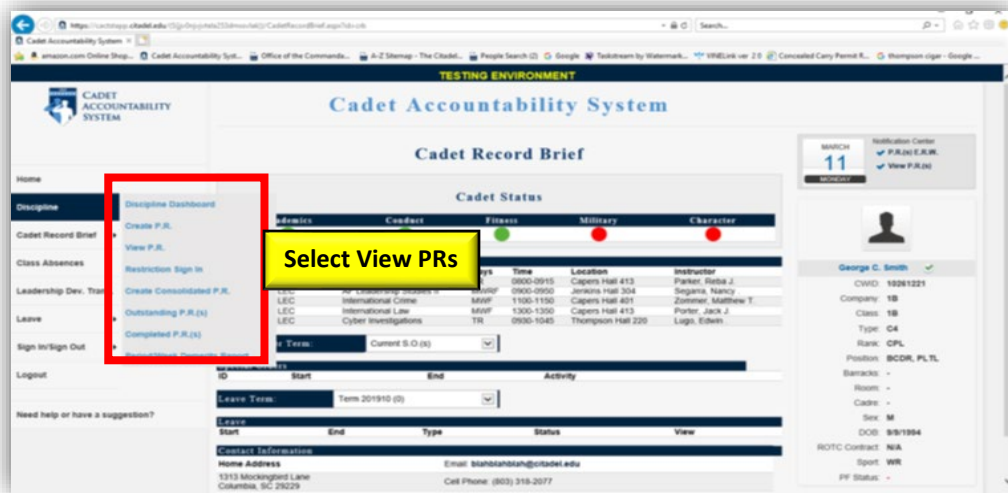
Sign And Submit

SIGN & SUBMIT PR

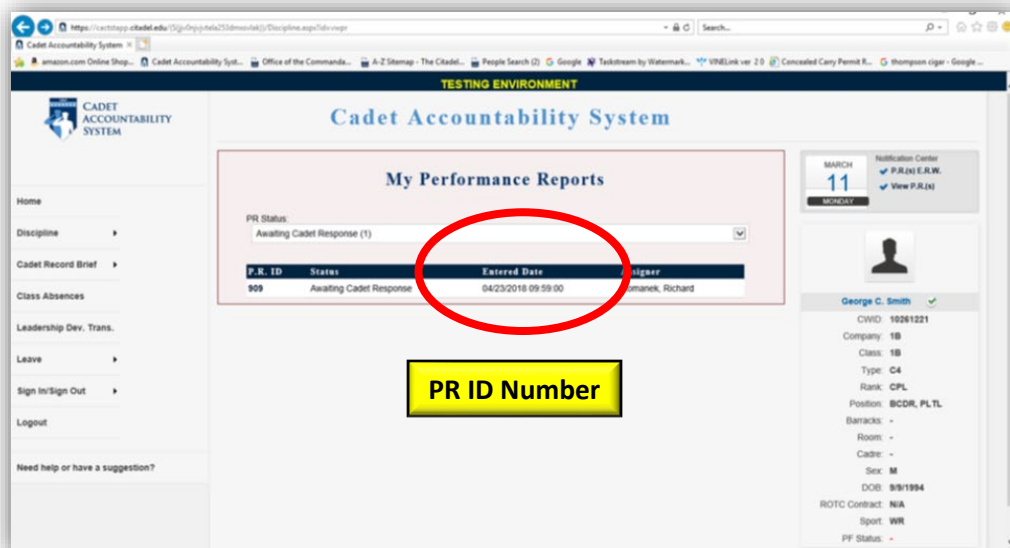
- iii. **“Sign & Submit PR”** is the last step after which you will receive a message that your PR was successfully submitted. The PR will be routed to the cadet for whom the PR is written. It will also be logged into the Cadet Accountability System (CAS) automatically for tracking. PRs submitted for 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.



The screenshot shows the 'RESPONSE REQUIRED' form in the Cadet Accountability System. The form is titled 'RESPONSE REQUIRED' and includes the following sections:

- EXPLANATION OF REPORT, WRITTEN CIRCUMSTANCES OF EXTENUATION OR MITIGATION ARE:** A large text area for the cadet to provide a written explanation.
- SUPPORTING DOCUMENTS:** A section for uploading supporting documents, with a red circle highlighting the upload area.
- THIS REPORT IS CORRECT:** A section with two radio buttons for 'Yes' and 'No', with a red circle highlighting the 'Yes' button.
- ELECTRONIC SIGNATURE:** A section for the cadet's electronic signature, with a red circle highlighting the signature area.

Yellow boxes with text are overlaid on the form:

- Supporting Documents If needed** (points to the supporting documents field)
- Thorough description of the event** (points to the explanation field)
- Report Correct Yes or No** (points to the 'THIS REPORT IS CORRECT:' radio buttons)
- Sign And Submit** (points to the 'ELECTRONIC SIGNATURE' field)

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. The PR will continue to the Company TAC, Battalion TAC, and on to 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 IIs or Class IIIs) or make a specific punishment recommendation to the Commandant or a recommendation that a Commandant’s Board or **Class 1 Hearing** be convened.

B. Punishments

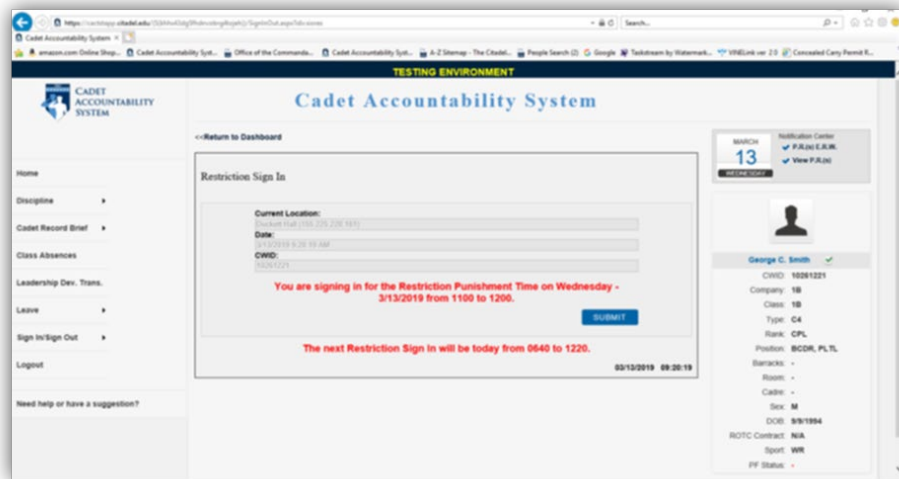
1. **Demerits:**
 - i. Demerits are punishments awarded either separately or in conjunction with other punishments, such as tours or confinements.

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

- 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.
2. **Restrictions: Cadets signing Attestation Statements are stating that they will remain on campus during the entirety of the restriction period.** Restrictions are automatically awarded to cadets who are assigned punishments for the period of time in which they are serving punishments. Because Conduct Deficient Cadet Athletes are restricted, they may not take performance overnights.
- i. Cadets on restriction are required to open the restriction file in CAS found under "sign in / sign out." Restricted cadets must sign an Attestation Statement only once a day 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.** Restricted Cadets who fail to sign the Attestation Statement can receive up to 60 demerits, 120 tours and a battalion transfer.

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				
1500	In Season Athletes		CONs and Tours			CONs and Tours	Optional for all Cadets
1600							
1700							
1800					Sign 1845-1915		
1900							
2000	In Season Athletes	Optional for In Season Athletes	Optional for In Season Athletes	Optional for In Season Athletes	CONs and Tours	CONs and Tours	
2100							
2200							
2300							
Restriction Sign In Times							

- 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.



- 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 at 1900 until 2200. Sunday confinements are optional and run from 1400 to 1800.
- 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 as follows:
 - a. Sunday’s 1400 - 1800. These will be served in the appropriate confinement classroom based on your battalion.

- b. **In Season NCAA Optional Confinements on Mondays.** In season, NCAA Athletes may serve punishments (Confinements for Tours) on Mondays from 1500 to 1800 and again 2000 until 2300. In season athletes can also serve confinements on Tuesdays, Wednesdays and Thursdays from 2000 to 2300. The cadet must notify his/her Company Duty Officer that he/she is serving these optional punishments. Additionally, the Company Duty Officer will keep track of and inspect cadets each hour. The Company Duty Officer will then provide the AC-D with paperwork showing who served optional confinements, when they served, and how many hours they served. The Company Duty Officer and the cadet serving the punishments will sign the paperwork to verify the accuracy of the report.
- 4. **Tours:** A tour is a 50-minute- period of time 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.
 - 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 Battalion Duty Officer to ensure they receive appropriate credit. A cadet will not receive credit for improperly walking 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.
 - vi. 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.
 - vii. 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.
 - viii. Diplomas are awarded only after all punishments are complete.
- 5. **Accelerated CONs and Tours:** 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.
- 6. **CONs for Tours:**
 - i. Ordinarily, tours cannot be worked off, however; cadets who are designated by The Citadel's Surgeon as Excused from Military Duties (XMD) 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: C's for T's" next to their tour line. **Cadets will also state Cons for Tours in their ERWs and will upload their written profile.**

- ii. After a cadet's last final exam in the Spring Term, they can walk tours for confinements at a one for two-credit ratio. A credit of 15 confinements or tours will be awarded during final exam periods only. Credits will not be given for mid-term exams. In-season cadet athletes will also serve confinements for tours on a one-for-one basis while on in-season orders.
- iii. 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.
- iv. Confinements in lieu of tours for Academically Deficient Cadets. Cadets will refer to CC form August 2025 for permission to sit Confinements in lieu of Tours due to academic deficiency. (The memorandum and form is on The Commandant's Web Page.)

7. **Cadet Reductions and Company Transfers:**

i. **Reductions**

- a. Rank-holding cadets may be immediately relieved of duties if it is determined that one of the following conditions exists:
 - The cadet exhibits poor leadership characteristics.
 - Does not set a proper example for subordinates.
- b. TAC officers or Cadet Company Commanders may reduce cadets in these categories.
- c. The Commandant is the reduction authority for Cadet Commanders, Sergeants Major, and First Sergeants.
- d. BN TACs are the reduction authority for all other rank holders.
- e. Rank holding cadets will also be administratively reduced if:
 - The cadet becomes deficient for a tour 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.**
- f. 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 Officer, 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.
8. **Amnesty:**
- i. Only 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 can 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.
9. **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, type of punishments. Alternative punishments include service to the community, service to The Citadel, and study hall. Explanations and details for each 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 approved by the AC-D.
 - b. To qualify for TASC, a cadet must:
 - Submit a CC Form 104 through their Chain of Command.
 - 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.
 - Once the cadet is approved at the company level, the AC-D and Krause Center will determine final approval.
 - 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 the AC-D for proper documentation and credit.
 - g. Cadets are reminded TASC is a privilege that will be revoked should they fail to demonstrate Honor, Duty, and Respect.
- 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 TACs 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:
 - Submit a CC Form 104 through their Chain of Command.
 - 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.
 - Once the cadet is approved at the company level, the AC-D will determine final approval.
 - c. Once a cadet is approved for service to The Citadel, the AC-D will communicate all details to the cadet.
 - d. Cadets are reminded that service to The Citadel in replacement of punishments is a privilege that will be revoked should they fail to demonstrate Honor, Duty, and Respect.
- iii. **Study Hall**
 - a. Study Hall hours for punishments are only available to in-season athletes.
 - b. Cadets may receive a maximum of 16 hours per week at 1-for-1 credit.
 - c. Cadets who qualify for study hall must check in with Coach Jake Lehr or Coach Jacob Sartorio to receive credit.
 - d. Coach Lehr will submit the names of cadets and number of hours completed each week to the AC-D for proper documentation and credit.

10. 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 have his/her punishment **reduced or put** 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 with punishments held in abeyance who finish the semester without additional tour/confinement awards will have the suspended tours/confinements remitted permanently by the Assistant Commandant for Discipline.
- vi. **Cadets who receive abeyance who commit another serious offense, receive two or more unexcused class absences or get 50 or more demerits during the semester will have all punishments restored to their punishment record.**
- 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.

11. Appeals:

- i. Cadets may appeal the award of any punishment received.
- ii. Appeals are considered for two primary reasons; a violation of due process or for new evidence that, had the approval authority had at the time of adjudication, would have possibly changed the given punishment.
- iii. No appeal is required when the punishment awarded is determined to be incorrect due to an administrative error.
- iv. Correction of administrative errors requires the cadet to point out the error either in person or in writing to the Commandant through the channels listed in the appeals chart below.
- v. Appeals should focus on the justification for requesting a reduced punishment and not on information already considered by the punishment authority.
- vi. Appeals must be received within 5 working days from the date of the punishment.
- vii. Unless otherwise authorized by the Commandant, once punishment is awarded and announced, cadets will serve punishments regardless of the status of an appeal.
- viii. For Appeals of Suspension, Dismissal or Expulsion refer to the *College Regulations* Section VI, Paragraph 5 d.
- ix. Appeals are submitted as shown below:

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

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 the relevant facts known to the cadet.
- ii. Cadets will not use recording devices in investigations without the 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 conduct a Commandant's Board. 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 explain 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 are entitled to the following:
 - a. To have a fair and prompt hearing before an officer or a board of officers of the College.
 - b. To be informed, in writing, of the offense (the Performance Report is notice of the accused charges), and to have reasonable time to prepare a defense. Extensions are approved at the discretion of The Commandant.
 - c. In all college hearings and boards in which a student faces suspension, dismissal, or expulsion, up to two cadet "representatives" may represent the accused. Representatives must be cadets in the same academic program as the cadet facing disciplinary action, i.e., graduate students may not serve as representatives for cadets.
 - d. To be present and present information and evidence on their own behalf.
 - e. The cadet is not required to make statements that might incriminate themselves; however, a Board can infer from a Cadet's failure to make a statement.
 - f. To have a list of witnesses against them and either a summary of their testimony or the opportunity to confront and cross-examine the witnesses.
 - g. The cadet may challenge any member of the Board/Hearing for cause and that doing so will not prejudice the Board/Hearing against them. The Assistant Commandant for Discipline will decide all challenges to Board/Hearing members.
 - h. To be able to submit a petition of appeal to the proper authority should the decision go against them.
 - i. To resign from the College at any time prior to a hearing or an appeal that they have requested.
 - j. A Cadet may request that their attorney attend the Board/Hearing. The request must be made in writing, at least two business days prior to the date of the Board/Hearing. If the cadet is facing disciplinary action for an act which is also the subject of an off-campus criminal proceeding, the attorney may speak or actively participate directly in the Board/Hearing process. However, if the disciplinary action is not the subject of an off-campus

criminal proceeding, the attorney may still attend the Board/Hearing but may not speak for or advise the cadet during the Board/Hearing, nor directly participate in the proceedings. The attorney may advise the cadet during breaks.

4. **Suitability Board (SB):** (Refer to *the College Regulations* Section VI, Paragraph 3c). 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):** CBs are composed of a Battalion TAC or an Assistant Commandant as President, one other TAC or TAC NCO, a Cadet Captain or above not from the accused's battalion, and a TAC or TAC NCO, to serve as the Recorder (non-voting member). The accused's Commander or Executive Officer should be present at the Board.
6. **Class 1 Hearing:** In cases where a cadet fully admits to an offense and there is no question regarding the facts of the case, a Class 1 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.
7. **Appeals:** Appeals for Class II and Class III offenses go through the AC-D to the Commandant. Class I offenses, including Suspensions and Dismissals go through the Commandant to the President. Class I offenses resulting in expulsions are made through the Commandant to the President who will confer with the BOV. College Regulations, Chapter VI, establishes the procedures for appeals. This section highlights and summarizes aspects of those procedures, but, in cases of conflict, the College Regulations are supreme.
 - i. Cadets and/or students who have been suspended, dismissed, or expelled by proper authority are entitled to appeal.
 - ii. An appeal does not provide a second forum to present or retry the case.
 - iii. The following are exclusive grounds for appeals:
 - a. The Hearing Officer or Board failed to follow due process.
 - b. That significant information has been discovered since the Board or Hearing, which might change the result, but which could not, in the exercise of due diligence, have been presented to the Board or Hearing.
 - iv. 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.
 - v. The President will then transmit to members of the Review Committee the petitions of appeal and all related evidence of record if required.
 - vi. If the Review Committee determines that the petition of appeal is not meritorious, the case will be dismissed with finality.
 - vii. If the committee determines that the petition merits consideration of the Board of Visitors, it shall identify those issues for review by the President or the Board of Visitors.
 - viii. A cadet and/or student awarded punishment 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.

- ix. Once a cadet is expelled, dismissed, or suspended and the appeal process is complete, that cadet will not wear The Citadel uniform or use a Citadel identification card, unless readmitted.

8. **Resignations:** Refer to the *College Regulations* Chapter VII, Paragraph 3.

9. **Commandant's Board Sequence of Events:**

This is notice that I am recording the events of this hearing so there will be a record for summary and transcription purposes and for any clarification needed after the fact. Commandant's Board No. _____ is convened at _____ hours on _____. This Board is pursuant to Discipline General Order No. _____ dated _____ and _____ is appointed President for Commandant's Board No. _____.

Members of the Board:

Recorder: _____

Member: _____

Cadet Member: _____

To the Respondent: Are you satisfied with the composition of the Board? (*Respondent acknowledges.*)

To the Complainant: Are you satisfied with the composition of the Board? (*Complainant acknowledges.*)

This Board has been called as a result of Performance Report for Cadet _____, CWID # _____, Class _____, C/_____, _____ Co.: _____ for the following offense: Code # _____, _____;

a violation of Code # _____, Class I; Maximum Punishment is _____. The PR is dated _____, contains _____ signed statements, and is signed by _____. Cadet _____'s ERW is dated _____ and contains _____ additional signed statements. These documents are now entered into the record of this Board.

I ask the Respondent to acknowledge receipt of all pertinent evidence for this Board. (*Respondent acknowledges.*)

At this time, I enter into the record:

The initialed and signed Cadet Rights Briefings for Disciplinary Hearings and Boards dated _____. Cadet _____, I ask you to acknowledge your initials and signature signifying receipt and understanding of your rights as read to you by _____ on this form.

Are these your initials? (*Respondent acknowledges.*)

Is this your signature? (*Respondent acknowledges.*)

The following are the rights of the Respondent(s) as presented in the Cadet Rights Brief:

You have the right to...

- Present information on your own behalf in defense, extenuation or mitigation; that is, information that will show you did not commit the alleged offense(s), pertinent circumstances relating to the alleged offense(s), the alleged offense(s) is not as serious as it might otherwise seem and, based on circumstances, any punishment received should be less severe.
- Question all witnesses.
- Call your own witnesses.
- See all evidence relevant to the proceedings.
- Be advised by up to two cadets.
- Challenge any Board member for cause.
- Request that your attorney attend the Board. This request must be made in writing, at least two business days prior to the date of the Board. Your attorney, if present for the Board, may only participate in this Board if the disciplinary action you are facing is for an act that is also the subject of an off-campus criminal proceeding.
- You do not have to testify before the Board, but inference can be drawn from your failure to testify. If you do testify, you will be subject to cross-examination. Once you begin to testify, you may not subsequently refuse to answer questions put to you.

I note for the record:

Respondent _____ is not accompanied by any advisors. Is it your intention to proceed without an advisor? (*Respondent acknowledges.*)

<OR>

Respondent _____ is accompanied by: Cadet _____
(and Cadet _____.)

Is it your intention that this/these cadet(s) serve as your advisor(s)? (*Respondent acknowledges.*)

I note for the record the following individuals also present for this proceeding. As I go around the room, I ask all in attendance to state their name, rank, position, and purpose for attending this Board.

I enter into the record:

Discipline General Order No. _____, dated _____: Witness List for Commandant's Board No. _____ and change #1 to Discipline General Order No. _____, dated _____.

The following are listed as witnesses:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following individuals listed as witnesses will not be present for testimony, for the reason indicated. The Respondent is aware of this absence / these absences and has no objection to proceeding without him / her / them.

____ Reason for absence: _____
____ Reason for absence: _____
____ Reason for absence: _____

The following are the Rights and Duties for all Witnesses:

- Cadet witnesses are bound by the Cadet Honor System
- Witnesses may be cross-examined
- Anything said may be used subsequently in other proceedings, to include legal proceedings outside of campus
- Witnesses do not have to give testimony which may be self-incriminating

Let me explain some final rules:

I caution everyone as to the confidential nature of all testimony and hearing processes until final decisions are rendered by the Commandant and/or the President of the College on the Board's findings and recommendations. Do not discuss any portion of your testimony or these proceedings outside of this room.

While in the waiting area:

- You are not to have any discussions regarding this matter, including comparison of testimony.
- You will remain in the waiting area.
- You will not leave the area until released by the Board President.

For the Respondent:

- *If applicable:* Be reminded that your attorney is not to participate in these proceedings. Should you need to confer with them, you must request a recess from the Board President. If you or your attorney do not follow these directions, your attorney can be removed from the proceedings by the Board President.
- You will have the right to appeal any action of this Board, once the findings are finalized. Those rights will be explained to you in detail when you are advised of the results. Your rights are also found in cadet and college regulations.

Does anyone have any questions regarding these proceedings?

Board President, subject to any comments you may have, I pass the proceedings to you.

10. Class 1Hearing Board Sequence of Events:

This is notice that I am recording the events of this hearing so there will be a record for summary and transcription purposes and for any clarification needed after the fact. Class I Hearing No. _____ is convened at _____ hours on _____.

This Board is pursuant to Class I Hearing Order No. _____ dated _____, and _____ is appointed President for Class I Hearing No. _____.

Cadet _____ has been called to a Class I Hearing due to an accusation of a Class I Offense: _____

At the time of the request for this hearing, Cadet _____, CWID _____ was a C/____, Co.: _____ within the Corps of Cadets.

I note for the record:

Cadet _____ is not accompanied by any advisors. Is it your intention to proceed without an advisor? (Cadet acknowledges.)

<OR>

Cadet _____ is accompanied by: Cadet(s) _____ (and _____).

Is it your intention that this/these cadet(s) serve as your advisor(s). (Cadet acknowledges.)

I note for the record:

Prior to this hearing, the Cadet Rights Briefings for Disciplinary Hearings and Boards, dated _____, was explained to Cadet _____. Cadet, I ask you to acknowledge your initials and signature signifying receipt and understanding of your rights as read to you by _____ on this form.

Are these your initials? (Cadet acknowledges.)

Is this your signature? (Cadet acknowledges.)

I also ask the Cadet to acknowledge receipt of all pertinent evidence for this Hearing. (Cadet acknowledges.)

At the conclusion of this Hearing, the Board President will determine whether Cadet _____ is suitable to continue in the Corps of Cadets, be suspended, dismissed, or expelled, and make that recommendation to the Commandant and the College President.

Members of the Board for this hearing are as follows:

President _____ Recorder _____

Cadet _____, do you approve of the composition of the Board? (Cadet confirms.)

Does anyone have any questions regarding these proceedings?

Board President, subject to any comments you may have, I pass the proceedings to you.