THE WHITE BOOK

CHAPTER 2
Cadet Academic Services

SECTION 3
Class Absences

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Author: COL Hutson
Position: Assistant Commandant for Discipline

I.   **Organization:** The Office of The Commandant, Assistant Commandant for Discipline is responsible for CAS management of the class absence system. The office is found on the second floor of Jenkins Hall.

II.   **Functions:** This policy prescribes procedures for the following functions:
- A. **Class Attendance Policy**
  - i. **General**
  - ii. **Class Attendance Priority**
  - iii. **Class Tardy/Absence in the Cadet Accountability System (CAS)**
- B. **How to use the CAS Absence System**
- C. **Absence From Classes For Guard Duty**

III. **Procedures:**
- A. **Class Attendance Policy:**
  1. **General:** The cornerstone of undergraduate education is communication between the teacher and the learner. At The Citadel, class attendance is a cadet's duty. From reveille until taps, the cadet's day is quite full; however, Monday through Friday, less than 20% of the time is designated for classes or laboratories and these periods of instruction are not to be missed.
  2. **Class Attendance Priority:** *Class attendance is a higher priority than other normal activities.* Although cadets will miss some classes for authorized reasons, every effort will be made to keep these absences to a minimum. This philosophy on mandatory class attendance must guide the scheduling of athletic events and connected travel, special events and ceremonies, contract physical examinations, daily and special guard duties, and special leaves. Certain medical and personal emergencies will also require the missing of scheduled classes. Should it be necessary to miss a class for any reason, the student will normally notify his/her professor at least 24 hours in advance. If it is impossible to notify the professor in advance of an absence, the cadet must notify the professor immediately after the absence occurs. The cadet is responsible for all material covered in his/her absence. *Assigned tests and laboratories are mandatory. Cadets must plan ahead and conduct the coordination necessary for them to take precedence over all other duties or activities.*
  3. **Class Tardy/Absences in the Cadet Accountability System (CAS):**

    i.   If a cadet is late or misses class, the instructor is required to annotate it through the Cadet Accountability System (CAS). Professors will report all absences and late arrivals through CAS. If a cadet is more than 15 minutes late for any class, the professor may mark that cadet as absent. Cadets reported for sleeping in class may receive a PR for "Neglect of Military/Academic Duty—Minor." The window for the instructor to note the tardy/absence is from 0800 to 2000 the same day as the tardy/absence occurred. Once this window closes the professor can no longer add, delete or modify a tardy/absence for that day.

    ii.   If the absence is the result of an officially approved Special Leave, Special Order, or Infirmary visit and the cadet signed out on those orders, CAS will automatically excuse the tardy/absence and no further action is required.

    iii.   If the cadet provides adequate justification and documentation, the AO may excuse the tardy/absence. If excused by the AO, CAS automatically forwards the AERW to the company TAC officer for validation and final adjudication. The TAC officer can annotate excused, unexcused, or delete the tardy/absence.   If the TAC officer excuses or deletes the absence no further action is required. If the TAC officer adjudicates the AERW as unexcused, the resulting assignment of 15 Confinements are immediate.

    iv.   If post consequence, new information not previously available becomes available, Battalion Tactical Officers have the authority and ability through CAS to go back and delete or excuse the absence.

B.   **How to use the CAS Absence System:**

    i.   Cadets will be notified of a class absence by both an email stating that they have an "AERW" and by an alert in the "Notification Center" on their CRB page. Cadets can either click on the AERW in the Notifications Center or open "Class Absences" on the left side of their CRB and access their "Class Absence Dashboard" (See Figure 2.3.1).
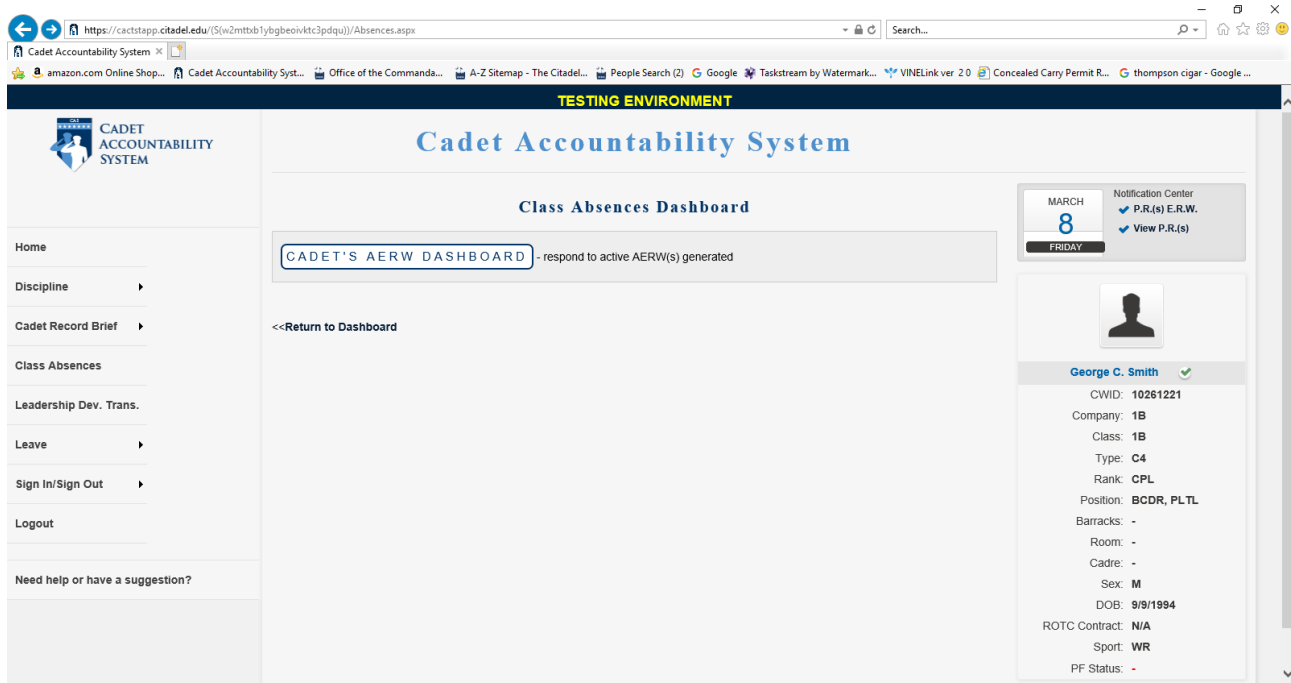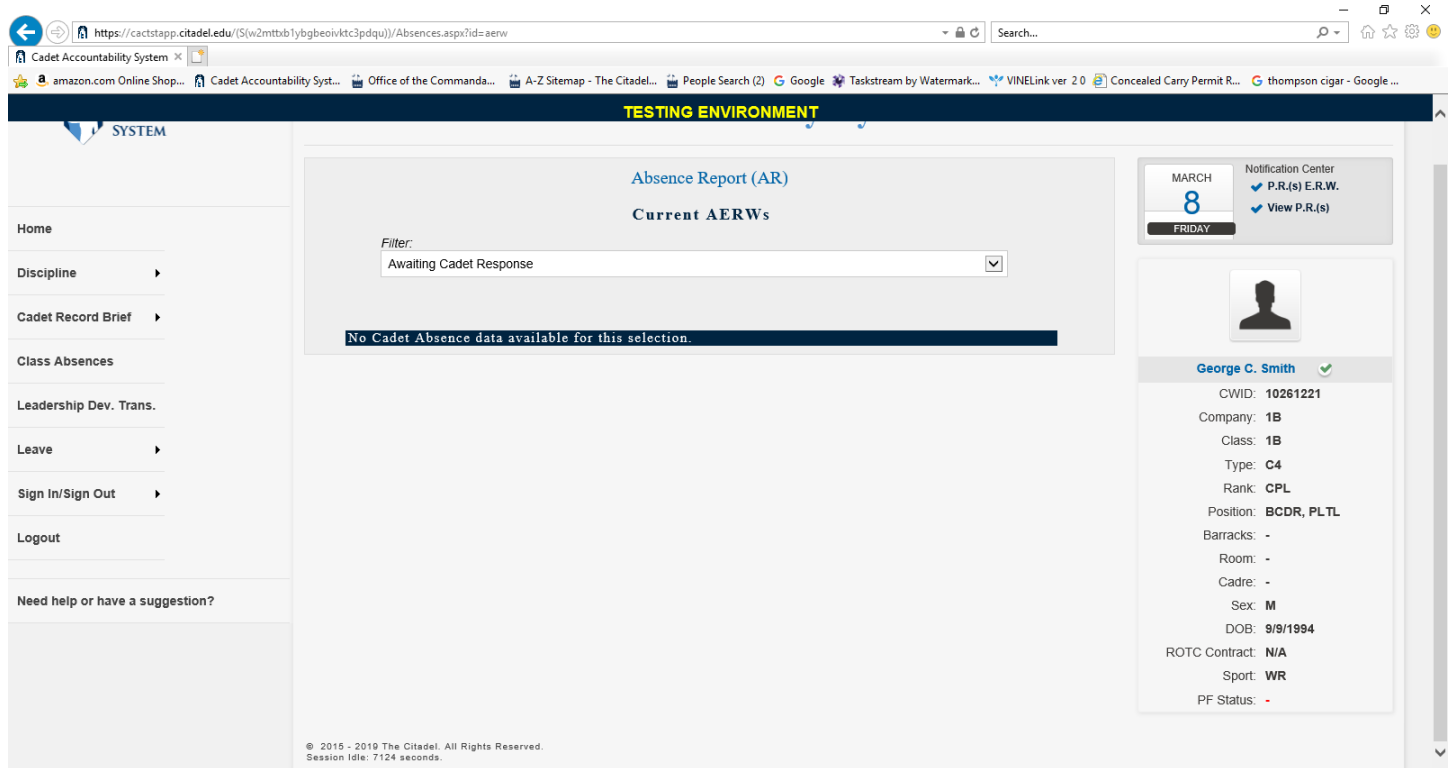

Figure 2.3.1

Figure 2.3.2

    i.   Cadets will click on the "Cadet's AERW Dashboard." This will permit the cadet to respond to any AERWs generated.

    ii.   The Cadet will see at the top of the page "Current AERWs" and below that is the filter called "Awaiting Cadet Response" (see Figure 2.3.2). Below this the cadet will find his or her AERWs. He or she will click on the AERW and input an explanation for being late or absent and then hit "Submit." It will then go to the Academic Officer who will either excuse or not excuse the class. Finally, it will go to the Company TAC for final adjudication.

C.   **ABSENCE FROM CLASSES FOR GUARD DUTY:** Company XOs or other cadets responsible for making the guard rosters will make every effort to de-conflict guard and class schedules.

    i.   <u>No Cadet will miss class due to Guard duty</u>. If the Company XO is unable to fill a Guard slot then he/she must gain approval from the Company TAC prior to a Cadet missing a class for Guard duty. Additionally, the Company Academic Officer will be notified.

D.   **Cadets who require assistance in resolving missed class issues should see the Student Affairs personnel in Bond Hall, room 369.**