

# FOURTH CLASS WITHDRAWAL PROCEDURE

**This form must be completed in its entirety prior to receiving REQUEST FOR DISCHARGE (Yellow Card) from the Registrar's Office.**

## **Part I: General Information (TO BE COMPLETED BY THE 4<sup>TH</sup> CLASS CADET).**

Name: \_\_\_\_\_ Company: \_\_\_\_\_ CWID#: \_\_\_\_\_

Participated in Weekend Visit:  NO  YES Participated in CSI Program:  NO  YES

NCAA Athlete? :  NO  YES (Sport \_\_\_\_\_) \*If "YES" above, go to Bond Hall, Rm 369

ROTC:  Air Force  Army  Navy/Marine

State of legal residence: \_\_\_\_\_ Major: \_\_\_\_\_ SAT/ACT Score: \_\_\_\_\_

Scholarship recipient?  NO  YES (Name of scholarship \_\_\_\_\_)

Parent or Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

\_\_\_\_\_ Home/Work Phone #: \_\_\_\_\_

Why did you choose to attend The Citadel? \_\_\_\_\_

\_\_\_\_\_

Why are you choosing to withdraw from The Citadel? \_\_\_\_\_

\_\_\_\_\_

■ Have you been subjected to any violation of the Fourth Class System?  **\*I have /**  **I have not**

*\*Have you been prevented from eating enough, been verbally or physically abused, been interrupted during ESP or when sleeping, or any other violation you deem inappropriate? (If so, please state all pertinent facts to include what, when, how, and by whom on an attached sheet).*

■ Have you been sexually harassed, abused or assaulted?  **NO**  **YES**

■ Have you been hazed ?  **NO**  **YES**

If yes, how, when, and by whom?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

■ Have you been discriminated against based on gender, race, ethnicity, or sexual orientation?  **NO**  **YES**

If yes, how, when, and by whom?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you told your parents about your decision to withdraw?  NO  YES- If yes, when? \_\_\_\_\_

Do your parents support your decision?  NO  YES

Cadet's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II (Continue comments on back if needed):**

➤ **Cadet Company Commander:** \_\_\_\_\_ *Concur*      \_\_\_\_\_ *Non-concur*

COMMENTS: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

➤ **Company Tactical Officer:** \_\_\_\_\_ *Concur*      \_\_\_\_\_ *Non-concur*

COMMENTS: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

➤ **Battalion Tactical Officer:** \_\_\_\_\_ *Concur*      \_\_\_\_\_ *Non-concur*

Contacted Parents:  YES       NO (**Must be contacted before seeing the Chief of Staff**)

COMMENTS: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART III: Counseling Center (203 Richardson Ave.):**

I have interviewed this cadet and forward this request with the following comment(s) and recommendation(s):

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART IV: Chief of Staff OR Assistant Commandant (Jenkins Hall, 2<sup>nd</sup> floor):**

I have interviewed this cadet and forward cadet's request with the following comment(s) and recommendation(s):

\_\_\_\_\_  
The consent (telephone call by BN TAC) of the cadet's parents/guardian  *has been*  *has not been* obtained.

**Request/Direct that the cadet report to:**

- CARE     Chaplain     Infirmary     Coach     PMS     PAS     PNS (Scholarship cadets)
  - Director of Multicultural Student Services & International Studies (Mandatory for CSI or International Cadets)
- (If cadet is referred to any of the above please fill out Part V below. If not, go directly to Part VI).

Chief of Staff or Asst. Commandant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART V: Referral comments from Part IV (if more than one referral, as indicated in Part IV above, continue additional referral(s) on back and include the ➤ below)**

I have interviewed this cadet and forward this request with the following ➤comment(s) and ➤recommendation(s):

\_\_\_\_\_  
➤Name/Signature: \_\_\_\_\_ ➤Date: \_\_\_\_\_

**PART VI: Office of the Provost (Bond Hall, Rm. 369):**

I have interviewed this cadet and forward this request with the following comment(s) and recommendation(s):

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART VII: Executive Assistant to the President (Bond Hall, Rm. 189):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part VIII: Admissions (Bond Hall, 1<sup>st</sup> floor):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART IX: Go to Registrar's Office (Bond Hall, Rm. 173)**

**and pick up REQUEST FOR DISCHARGE (Yellow Card):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_