

THE WHITE BOOK

CHAPTER 6

Cadet Accountability

Section 2

Fourth Class Withdrawal Procedures

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Position: Chief of Staff

- I. **Organization:** This section is maintained by the Commandant's Chief of Staff and the Administrative Assistant. The offices are located on the second floor of Jenkins Hall. The overall purpose of this section is to provide guidance in the event a Fourth Class Cadet desires to withdraw from The Citadel. Cadets who for some reason desire to withdraw from The Citadel should make their intentions known to the Cadet Company Commander through The chain of command with subsequent notification to the Company TAC. Efforts should be made on the cadet and TAC level to encourage Cadets to remain at The Citadel until they have had sufficient time, information and experience to make an informed decision that is in the best interests of themselves, their family and The Citadel
- II. **Functions:** The procedures described in this section are:
 - A. **Withdrawal Procedure.**
 - B. **Disposition of Personal Belongings**
 - C. **Actions to be Taken in the event a Cadet is unavailable or AWOL**
- III. **Procedures:**
 - A. **Withdrawal Procedure:** If the company chain of command is unsuccessful in retaining the cadet, the commander will initiate the withdrawal process by having the cadet to fill out **CC Form 97** and provide the withdrawing Cadet a copy of this section. Once the cadet's portion is completed, the cadet wishing to withdraw will be escorted-generally by a member of the HA team (CC Form 97 in hand) to be interviewed by:
 1. **The Cadet Company Commander**
 2. **The Company TAC Officer-** CO TAC Officer will telephone the cadet's parents with the cadet present to ensure their permission is obtained. The results of this conversation will be annotated on **CC Form 97** or in an attachment if more room is needed.
 3. **The Battalion TAC Officer**
 4. **The Chief of Staff or Assistant Commandant for Discipline-** If requested from the Chief of Staff or Assistant Commandant, the cadet may be directed to visit one or more of the following: CARE, Counseling Center, Chaplain, Infirmary, Team Coach, PMS, PAS, PNS (scholarship cadets)
 5. **The Office of the Provost**
 6. **The Executive Assistant to the President**
 7. **The Admissions Office**
 8. **The Registrar's Office**
 - i. **Each counseling level will** interview the cadet in depth to determine the

reasons for the cadet's proposed action and explain clearly the implications of withdrawal to the cadet and the cadet's family. Every effort should be made to deter an impulsive or irrational withdrawal and to motivate the cadet to overcome any problems. Each counselor will complete the appropriate section of [CC Form 97](#) and forward to the next individual in the chain (see interview list above).

- ii. The Registrar will provide the withdrawing cadet with a yellow clearance card and instructions for clearance. The escort will remain with the clearing cadet until the out-processing is complete. When the out-processing cadet has cleared all activities on the card and the final signature has been obtained from the Commandant's Office, they are no longer considered a cadet.
- iii. The withdrawing cadet may terminate this process at any time.

B. Disposition of Personal Belongings. The main guidance is to have each out-processing Cadet take responsibility for their belongings—this includes all issued items from the Cadet Store. The following actions will be initiated and or completed during out-processing.

1. Withdrawing cadet returns any unused items of uniform to the Cadet Store for refund.
2. Withdrawing cadet returns any unused or unopened supplies in original packaging to the Cadet Store for refund.
3. Withdrawing cadet returns any new books, without any markings, to the Cadet Store for refund.
4. When available but unable to dispose of personal belongings, the out-processing cadet must complete [CC Form 22](#) "Out-Processing- Consent in Absence".
5. Withdrawing cadets who cannot take all of their possessions with them upon departure and need to make arrangements to ship their items must complete CC Form 23, "Inventory of Personal Belongings". Items on the form will only include those belongings that are being shipped home at cadet's expense. This form will be witnessed by another cadet (generally an HA Team member or Supply Sgt) and 3 photo copies made. One copy will remain with the out-processing cadet, one copy will be turned in to central supply at the time the boxes are dropped off and the third to the Company TAC.

C. Actions to be taken in the event the Outprocessing Cadet is Unavailable or AWOL.

1. In the event a cadet is unable to do the necessary outprocessing or is AWOL, the Company Supply Sgt and a witness (2 person control-usually a Company Human Affairs) will inventory the cadet's gear using [CC Form 23](#) and follow items 1-3 in above paragraph.
2. The Supply Sgt takes all remaining items to the Warehouse to be shipped to the cadet's home at their expense. It is important that an inventory sheet accompany these items-3 copies are required—First copy to Property Office, 2nd to Cmdt Dept Admin Assistant and 3rd to Company TAC.