

# THE WHITE BOOK

## CHAPTER 2

### Cadet Academic Services

## SECTION 3

### Class Absences

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- I. **Organization:** The Office of The Commandant, Assistant Commandant for Discipline is responsible for CAS management of the class absence system. 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, and at The Citadel, class attendance is also a duty in cadet life. From reveille until taps, the cadet's day is quite full. However, during the period Monday through Friday, less than 20% of the time is designated for classes and laboratories, and these experiences are not to be missed.
    2. **Class Attendance Priority:** *Class attendance is of higher priority than other normal activities.* Although it is acknowledged that cadets must miss 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 will be 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 electronic Cadet Accountability System (CAS). Professors will report all absences and lates 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 is closed 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 by anyone.
- 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 consequences 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 AERW in the Notifications Center or open “Class Absences” on left side of their CRB and access their “Class Absence Dashboard” (See Figure 2.3.1).

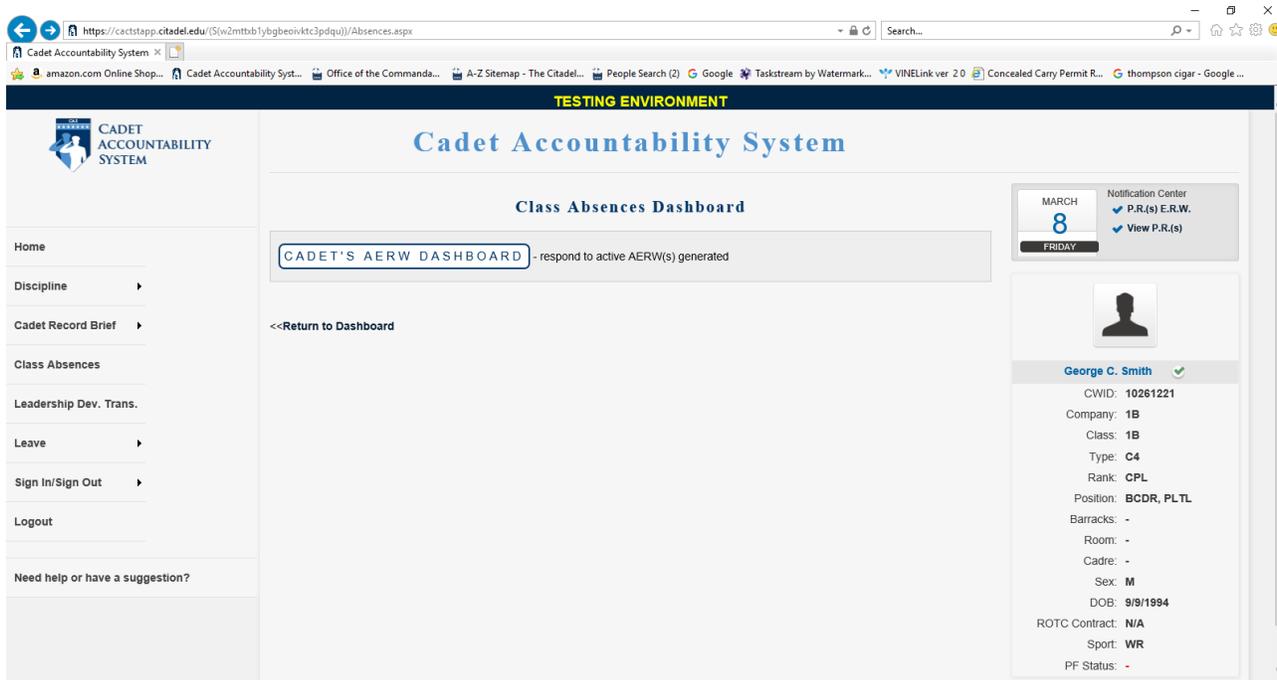


Figure 2.3.1

- ii. Cadets will click on the “Cadet’s AERW Dashboard”. This will permit the cadet to respond to any AERWs generated.

The screenshot displays the 'Absence Report (AR)' page in the Cadet Accountability System. The main content area shows 'Current AERWs' with a filter set to 'Awaiting Cadet Response'. A message indicates that no absence data is available for this selection. The right sidebar provides a user profile for George C. Smith, listing various identifiers and roles. The top navigation bar includes 'SYSTEM' and 'TESTING ENVIRONMENT'.

Figure 2.3.2

- iii. 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 AERWs. He will click on the AERW and input an explanation for the late or absence and then hit “Submit.” It will then go to the Academic Officer who will either excuse or not. 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. No Cadet will miss class due to Guard duty. If 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.