Fourth Class Success Packet
for the
Class of 2025

Critical Information for Cadets Reporting on
14 August 2021

The Citadel Class of 2025 will matriculate at The Citadel on 14 August 2021.

The links in this packet will be updated as updated material becomes available over the summer.

Continue to check The Citadel’s Admissions Office’s Matriculation HQ Webpage for links for updates to this and other important information.
## Updates

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WELCOME

Congratulations! If you are reviewing this “Success Packet” then you have made your decision, or seriously considering, to attend The Citadel. We hope this “Packet” will help you prepare for Matriculation Day (the day when you report) and set you up for success throughout your freshman or “knob” year.

Having a successful knob year begins well before you report. It starts with once you make the decision that The Citadel is the place for you. At that point, you should begin preparing yourself, mentally and physically, for what will be a challenging first year. It will be tough, but it is worth it through the relationships you make, the opportunities made available to you and the level of personal growth you will experience that no other college or university can match.

We published this packet early so you can begin studying and getting the supplies you need. Because it is early, some of the links will refer you to last year’s documents. Although most of the information remains current, we will update those links as the new documents become available – so it is important that you keep checking back at the Matriculation Headquarters website.

Again congratulations on your decision to choose the “road less traveled.”

THE CITADEL’S MISSION

“To educate and develop our students to become principled leaders in all walks of life by instilling the core values of The Citadel in a disciplined and intellectually challenging environment”

THE CITADEL’S FOUR-YEAR LEADER DEVELOPMENT MODEL

The Citadel recognizes that developing into a Principled Leader is a lifelong process of education and experience that begins before matriculation and continues long after graduation. Leadership is inherently relational, and to be effective, requires actions and characteristics that influence others toward positive, beneficial change. Therefore, while leadership development may begin with one’s own development, at its best, leadership is not about one’s self or personal success but rather about developing and serving others in ways that help everyone to succeed together.

While leadership education and development draw from many different leadership approaches, styles, and techniques, none alone serves equally well in every possible context and situation. To be fully effective and successful, emerging leaders must understand and master an array of concepts to discern the type of leadership that will be most effective in a given situation. Recognizing that The Citadel’s mission calls for preparing principled leaders in all “walks of life,” students learn a wide range of leadership approaches and techniques that this program tests in proven, diverse organizational settings.

Applying two of the key concepts within The Citadel’s mission, the Cadet Leader Development Program emphasizes the importance of development and environment. Development engages a process in which the individual becomes able to respond effectively in many different situations and integrate many diverse experiences. The environment consists of the context in which the
development process occurs, including the challenges and support that enable such growth, both in the classroom and beyond.

The Citadel’s Core Values of Honor, Duty, and Respect serve as the Foundation of our Leader Development Program.

- **Honor** - preserves the moral authority and trustworthiness leaders must earn to effectively influence others. People of honor lead with integrity and conduct themselves with the knowledge of being part of something larger than they are. A person of honor does the right thing the right way – even when no one is watching or when there is a risk of personal cost. This value begins with personal adherence to the letter and the spirit of the Honor Code that states *a cadet does not lie, cheat, or steal, nor tolerate those who do.* In its more advanced stages, honor includes forging a unity of values that guides the action of all members of the organization.

- **Duty** - instills a personal sense of accountability and eagerness to lead others to mission accomplishment. It means doing what needs to be done without being asked or ordered. A strong concept of duty allows a leader to persevere in overcoming obstacles and challenges and lead their team to success. At The Citadel, this value begins with adherence to the Cadet Regulations. In its more advanced stages, duty includes building an organization in which individuals act on their own initiative to fulfill a common vision.

- **Respect** - encompasses self-respect and respect for others. Leaders earn respect by developing the technical, interpersonal, and conceptual skills necessary for building teams and leading others. Respect means recognizing and nurturing the inherent dignity and self-worth of each individual and creating the opportunities uniquely needed for them to grow individually and contribute to the organization. This value begins with protecting basic human rights and civil liberties. In its more advanced stages, respect includes empowering members of the organization to become the best version of themselves possible.

The Citadel Experience integrates the core values across four functional areas, known as pillars:

- **Character:** The concepts undergirding this pillar represent a consistent thread that runs through all aspects of The Citadel Experience. This functional area instills the high moral standards represented by the college’s core values and the key characteristics manifested by principled leaders who act accordingly. Such leaders demonstrate integrity, truthfulness, and transparency in word and deed, building trust in those around them. Such leaders hold themselves and others accountable for these moral and ethical standards. Such leaders consistently uphold these standards into every aspect of problem solving and decision-making, avoiding merely temporary, pragmatic, or convenient solutions.

- **Academics:** Academic success provides the requisite specialized knowledge and skills to succeed in a chosen professional field or career path. This pillar encourages lifelong learning and shapes intellectual ability by expanding knowledge, developing critical thinking skills, analyzing complex problems, and producing innovative solutions. The Citadel’s challenging academic environment enhances mental agility and flexibility in thinking strategically, applying theory practically, and engaging others cross-culturally. For emerging leaders, academics lay the foundation for the technical, interpersonal, and conceptual skills that are indispensable for effective and ethical leadership. A well-educated cadet engaged in a strong
core curriculum in the humanities, sciences, and math also increases the capacity for applying sound judgment and for influencing and serving others.

- **Military:** Since its founding in 1842, The Citadel has combined rigorous higher education with a classical military environment for character formation and leader development. The military pillar develops personal discipline, a commitment to serve, and a strong sense of honor, duty, and respect. It also creates an environment for cadets to experience and demonstrate a capacity for teamwork, genuine respect for others, and mutual accountability among team members. The derived lessons and experience equip cadets for building and leading teams, reinforcing the importance of accomplishing a mission, and instilling an understanding of leadership as service. In application, cadets train in the Citadel Training Model (CTM) and acquire specific leadership skills learned through executing the CTM.

- **Fitness:** A focus on fitness engages cadets in developing the physical and mental strength and endurance necessary to attain an optimum functioning of their bodies and minds, even within environments of prolonged stress. The Citadel creates systems that enhance and monitor fitness for each cadet through bouts of physical and mental challenges, along with proper recovery from those challenges. These systems are created in recognition of the fact that those who are fit and healthy tend to be able to handle stress better, work harder, and tend to project a competent and confident presence that resonates with others. Beyond just helping cadets maximize their personal fitness, this pillar seeks to develop leaders who can create environments that support organizational fitness and health. Through the fitness pillar, The Citadel prepares cadets to become leaders who can make substantial contributions to society through their embodiment of those essential fitness characteristics necessary for productivity at every level – organizational, community, and national.

Over their four-year cadet career, cadets steadily confirm their values and enhance their leadership effectiveness. While each cadet advances along a unique trajectory in leadership development, The Citadel model leverages the curricular and co-curricular in tandem each semester that a student is enrolled. Therefore, students are engaged in a leadership curriculum as they experience leadership roles and responsibilities in the South Carolina Corps of Cadets (SCCC). During this process, The Citadel identifies four distinct, but overlapping, stages that correspond with class years: freshmen - prepare, sophomores - engage, juniors - serve, and seniors - lead. In each stage, cadets participate in a combination of academics, training, and experiential learning that exposes them to the art and science, the theory and practical application, the extrinsic and intrinsic, and the learning and doing aspects of leadership.

**THE CITADEL’S FOURTH CLASS SYSTEM**

The Fourth Class system is a key component of the “prepare” stage in The Citadel’s four-year leader development model. It is more than merely a rite of passage. It is a purposeful program designed to teach followership, instill discipline, transition *cadet recruits* into the corps, and build self-awareness. The system makes deliberate use of artificial stress to accelerate the training process.

The Objectives of the Fourth Class System:

- Provide new cadets with an understanding of The Citadel’s core values of Honor, Duty, and Respect.
• Teach new cadets the regulations, customs and traditions of The Citadel.
• Remove wealth and former station as factors in the development of new cadets.
• Instill in new cadets a sense of humility and selfless subordination.
• Develop personal character and create a foundation for honorable and ethical decision-making.
• Instill new cadets with self-discipline.
• Physically challenge new cadets and establish a foundation of understanding the necessity of physical fitness for life.
• Instruct new cadets in time management.
• Prepare new cadets for academic achievement.
• Inculcate class cohesion in support of The Citadel Mission to develop Principled Leaders.

Knob year is challenging, demanding, and difficult. Although it has evolved over the years, its purpose has remained the same since the first cadets reported in 1843. To succeed, one must prepare mentally and physically before reporting. Mental preparation begins with the understanding that this is a personal decision to attend The Citadel followed by studying the Guidon. Physical preparation includes arriving in shape (as defined later in this document) with the appropriate gear – to include shoes broken in.

Although the system is demanding and difficult, the rewards are considerable and more than justify the effort. Upon recognition by the upper-class cadets in the spring of the knob year, a better person emerges – one who is mentally, morally, physically and spiritually prepared to accept the responsibilities of leadership – a role that will ultimately be his/hers at The Citadel and in the world.

CORE VALUES

We have already discussed our Core values of Honor, Duty and Respect. In order to understand how they are supported in the daily lives of cadets, we recommend you review the following:

**Honor** – *A Cadet does not lie, cheat or steal nor tolerate those who do.* This phrase unites all who have graduated The Citadel knowing that those who wear The Citadel ring lived under a strict honor system, which we carried on in our lives after graduation. Violation of the Honor Code results in expulsion, which means you cannot return to the college. Memorized the Honor Code and read the Honor Manual before reporting – *the link will be updated with the 21-22 Manual when the new Honor Committee publishes it.*

**Duty** – The Commandant’s Department manages two documents you should familiarize yourself before reporting:

- **The White Book** – tells you what we expect from our cadets
- **The Blue Book** – the rules and regulations of The South Carolina Corps of Cadets

**Respect** – as stated above we define respect as *“recognizing and nurturing the inherent dignity and self-worth of each individual and creating the opportunities uniquely needed for them to*
grow individually and contribute to the organization.” The Citadel is “one team” that can only reach its potential when everyone feels included and appreciated for the talents they bring to the organization. This is why The Citadel does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, disability, religion, age, genetic information, or veteran status in its programs and activities.

We all must be mindful of the little comments and actions that can be destructive to the moral of individual members of the Corps. That is not leadership and it will not be tolerated. Additionally, the behaviors such as hazing, sexual violence and discrimination can end your career at The Citadel and negatively affect your ability to obtain future employment. Make sure you review the associated documents – also consider discussing them with your parents or guardians since they are probably familiar with these issues from their workplaces.

- **Hazing is prohibited.** It is a behavior that is inconsistent with The Citadel’s core values, contrary to our Leader Development Model and dangerous to the well-being of others. Hazing is a violation of South Carolina Law and Citadel Regulations and is punishable by up to expulsion from The Citadel. Allowing any hazing to occur, condoning acts of hazing, or failure to stop an incident of hazing where direct physical injury is also most likely punishable by up to expulsion from The Citadel.

Hazing is defined as –

“wrongful striking, an unauthorized laying hand upon, threatening with violence, or offering to do bodily harm by any student to another student, or any other unauthorized treatment by one student toward another student of a tyrannical, abusive, shameful, insulting, or humiliating nature; or otherwise requiring any student to perform any personal service for another student except as specifically provided for in Cadet Regulations.”

Note the two components enforced in the Blue Book (page 21) – upperclass will not haze freshmen and freshmen have an obligation to report any incidences of hazing.

- **Title IX** - The Citadel does not discriminate on the basis of sex in any education program or activity that it operates. Additionally, The Citadel prohibits sexual harassment and retaliation by individuals subject to its control or supervision. Before reporting review our Title IX Grievance Policy whose goal is to prevent sexual harassment and effectively remedy the discriminatory effect of such misconduct when it occurs.

- **Anti-Discrimination** – Federal law prevents us from discriminating on the basis of race, color, national origin, gender, gender identity, sexual orientation, disability, religion, age, genetic information, or veteran status in its programs and activities. As leaders, we do not need a law to tell us the value a diverse workforce brings to an organization and how detrimental not selecting people based on their talents and experiences can be to a team’s performance. Before reporting make sure you read The Citadel’s Discrimination Policy.

**USE OF ALCOHOL, TOBACCO & OTHER DRUGS**

The Citadel prohibits the use of illegal drugs by faculty, staff, and cadets, and it supports only the legal use of prescription drugs, alcohol, and tobacco. The Citadel has a clear and unwavering policy of zero tolerance to drugs. Whether on or off campus, the possession, solicitation, distribution, sale or use of hallucinogenic, narcotic, other controlled drugs or substances, or any
drug paraphernalia, except in accordance with a legal prescription for such substances for the student possessing and using it, will result in permanent expulsion. The Citadel reserves the right to test members of the Corps and conduct periodic searches of campus property for the presence of illegal drugs and controlled substances. The use of tobacco or smoking products of any type is prohibited on property owned or controlled by The Citadel except for campus residences (not including the barracks) and as authorized by the President. Alcohol and Drug Policy is here. The Tobacco-Product Free Campus Policy is here.

For private & confidential assistance with alcohol, tobacco and other drug concerns, please contact the Director of the Campus Alcohol and Drug Information Center (CADIC), Mr. Kevin M. Modglin (kmodglin@citadel.edu, 843-953-0510[office], or 843-813-6326 [cell/text]). Remote appointments via Skype, Zoom, or FaceTime are also available. Additional information is available at www.citadel.edu/root/cadic.

RESERVES AND NATIONAL GUARD

Cadets are authorized to be members of the Army, Navy, Air Force, Marine Corps, or Coast Guard reserve, as well as National Guard units; however, cadet responsibilities take priority over their reserve/Guard requirements. Cadets in these organizations must make arrangements to drill in the Charleston area. In addition, academic classes and certain cadet formations/events will not be missed to meet drill requirements.

LEAVE POLICY

Leave is a privilege extended to those members of the Corps of Cadets who meet the required standards of proficiency in academics, conduct, and physical conditioning. Parents must understand that special leave is not authorized except in cases of extreme emergency or specific family events. Cadets will NOT be authorized to depart early or return late from furloughs (Fall, Winter, Spring or Summer breaks). Should an emergency or an unexpected obligation arise that cannot be rescheduled, the cadet may request permission for early/late arrival/departure or special leave. Cadets will not intentionally schedule jobs, job interviews, doctor appointments (see below) etc. that require them to leave campus early for furloughs or extended leaves. If an emergency or unforeseen obligation arises, the cadet must contact the Commandant’s Department immediately. All requests for special leave must be requested in writing via the Commandant, with the final decision left to the appropriate Citadel authority as to whether the circumstances warrant the granting of the leave.

Please read the following excerpts from the Cadet Regulations:

*Emergency leave may be granted only upon request of the parent or guardian in the event of death or critical illness of a member of the cadet’s immediate family. The immediate family includes parents, grandparents, brothers, sisters, and the permanent resident members of the family.*

*Duration of this leave will be predicated upon distance, academic requirements, and time required, but should normally not exceed five [5] days.*
Critical illness is defined as an illness of such proportions that death may be imminent.

Special leave may be granted upon request only in the event of the marriage or golden wedding anniversary of the cadet’s immediate family. Birthdays and family reunions are not considered special leave events. Special leave may also be granted for unusual business affairs that cannot be conducted by correspondence but require the cadet’s presence. In these cases, prior application from the parent/guardian is required. In all cases, the final approval of the leave rests with the authorities of The Citadel.

The Citadel has a weekend (Friday and Saturday leave) and overnight (Saturday night only) policy based on class, academic, discipline, and physical proficiency. Eligible Fourth Class cadets are awarded one weekend and one overnight leave in their second [spring] semester.

Furloughs (Fall, Winter, Spring and Summer breaks) can be found on The Citadel homepage inside “Academics.” As previously stated, college policy is to NOT approve early departures or late arrivals connected to furloughs. Be sure to check these dates prior to making travel plans.

Purchase of a non-refundable travel ticket is not grounds for an exception to this policy.

HEALTH SERVICES

The Citadel Infirmary provides acute care services for the South Carolina Corps of Cadets. These services include outpatient medical clinics during the duty day, an after-hours walk-in nurse clinic, and round-the-clock inpatient care (36 beds) during the academic year. In the summer, outpatient clinics (only) are provided for cadets on a limited schedule. The annual cadet Infirmary fee covers infirmary services.

The Infirmary staff includes a full-time primary-care physician, a full-time family nurse practitioner, a part-time orthopedic surgeon, nurses, nurse assistants and aides, a secretary, and a receptionist. Certified athletic trainers conduct daily Sports Medicine clinics in the Infirmary to evaluate and treat cadet orthopedic injuries. Serious injuries are referred to the orthopedic surgeon (Monday and Thursday morning clinics). Trainers also provide coverage for intramural and intercollegiate athletics, on-campus military training, and club sports activities.

Supplemental services (immunizations, medications, X-Ray, ECG, etc.) are provided for cadets at cost. When needed, lab specimens are collected by the Infirmary and sent to a commercial laboratory off campus. Charges for supplemental services are applied to the cadet’s OneCard Account. If desired, the Infirmary secretary will provide an itemized list of charges for insurance reimbursement. The Infirmary is not staffed to file insurance claims.

Dental work, eye exams, non-emergency medical care, etc., should be scheduled during furlough and extended leave periods. If the service of local dentists, oculists, or other specialists is deemed necessary during the school year, the request MUST be submitted to the Citadel Surgeon who will assist with making the necessary appointments. The Citadel Surgeon must approve appointments with other physicians in the Charleston area.

Cadets are required to carry student health insurance for all semesters they are present on campus. Supplemental insurance is mandatory to defray the costs of hospitalization, emergency
care, ambulance transportation, specialty medical and surgical care. Cadets must notify the Infirmary immediately of any changes in insurance coverage. Charges for emergency room visits, subspecialty medical care, hospitalizations, dental care, and other services not provided by the Infirmary, must be settled directly with the hospital or medical provider.

The Citadel does not have contracts with any off-campus hospitals, urgent-care centers, pharmacies, or medical/surgical/dental providers. In the event of an emergency, two large hospitals are located within two miles of the campus and EMS ambulances are on call 24/7 for transport.

For more information on insurance, please visit: [http://www.citadel.edu/root/infirmary-incoming-students/insurance-info](http://www.citadel.edu/root/infirmary-incoming-students/insurance-info) - note the policy information for the 21-22 Academic Year will not post until July 1, 2021.

**LEGACY COMPANY ASSIGNMENTS**

A legacy is defined as a cadet who has a Grandparent, Parent, or Sibling who graduated from or currently attends The Citadel. Please click on the legacy policy link here for additional details and further information. Please note, incoming freshmen must make known their choice of legacy option prior to reporting on Matriculation Day which can be done by completing the form found at [https://www.citadel.edu/root/incoming-freshman-legacy-request](https://www.citadel.edu/root/incoming-freshman-legacy-request).

**TRANSFER STUDENTS – FOURTH CLASS SYSTEM**

Transfer students are required to complete two semesters in the Fourth Class system regardless of their academic classification.

Transfer students from a national service academy, or other such institution have the option of requesting a transfer out of the Fourth Class system after the first semester provided:

- They are at least academic sophomores.
- They have successfully completed their plebe/fourth class system at the previous institution.
- They were full time students in good standing in the ROTC program for the period of their enrollment at the previous institution.

Eligible students exercising this option shall have no cadet rank or authority over Fourth Class for the balance of the academic year.

The Commandant will make the final decision on these requests.

All other transfer students will be required to complete the Fourth Class System.

**CONFIDENTIALITY OF STUDENT RECORDS**
The Citadel complies with the Family Educational Rights and Privacy Act (FERPA), which affords eligible students certain rights with respect to their educational records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. Details on FERPA and The Citadel’s compliance policy are posted on the General Counsel’s website – which we strongly encourage you read and discuss with your parents or guardian.

Each incoming cadet has the option to complete the Release Authorization for Education Records and Information (FERPA) (also known as a FERPA Waiver), which can be found in the forms section of the Office of the Registrar’s website. This document allows a cadet to authorize The Citadel to share information with persons or entities (such as parents, guardians, etc.), upon request.

Although the FERPA waiver is optional, we strongly encourage cadets to complete the form so we know what your desire is for sharing your information. We hope cadets will have a conversation with their parents or guardians to find out what their expectations are before completing the waiver. You can always modify or revoke this authorization at any time.

To submit the “Waiver”, email a scanned copy of the completed waiver to the Registrar at registrar@citadel.edu.

Mail

About 10-14 days before you report you will receive your Post Office box assignment. In addition to letters and care packages, cadets can receive packages from online shopping sites like Amazon. We recommend telling your parents and family NOT to ship boxes during the first ten days you are here. You will be doing a lot of marching that week, which is tough by itself with Charleston’s heat and humidity. Adding a box to what you have to carry will make it even more difficult. Letters, though, are welcomed from Day 1!

If you intend to ship your gear early, the warehouse will receive those types of shipments after June 15th. If you intend to ship your supplies make sure you label the shipment with the following information:

<table>
<thead>
<tr>
<th>Incoming Freshman Cadet</th>
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<tbody>
<tr>
<td>Your Full Name – CWID (Cadet ID#)</td>
</tr>
<tr>
<td>The Citadel Warehouse</td>
</tr>
<tr>
<td>171 Moultrie Street</td>
</tr>
<tr>
<td>Charleston, SC 29409</td>
</tr>
</tbody>
</table>

You will want to pick up your shipment from the warehouse before you check in on Matriculation Day. When you begin making your plans to arrive, contact the warehouse supervisor at (843) 953-6865 to verify their operating hours on the day you plan to stop by.

Small packages are issued at the Post Office located in Mark Clark Hall. You will be notified by email when a package arrives and is available for pickup. Again, discourage packages during the first 10 days of training.
ANNEX A
CLOTHING AND PERSONAL ITEMS

Before getting into the list, a couple of words about lists. If you go online, you will find a number of websites that provide nice-to-have items that you can bring when you report in August. As with any group, some are good and others are not so good.

The Commandant’s List is the “official list” of what you need to bring when you report to be prepared to commence training. This is the official list. If you find other lists online, please keep in mind, the rooms are small and the more you have, the more you have to clean every day. In addition, keep in mind if upperclassmen provide a list, they may include items that were on their list or are authorized for upperclass only. We recommend coming with the list below then ordering or bringing other items back with you from leave once you and roommate decide what you will need.

The Commandant’s List

All cadets (male and female) must bring the following:

- Twelve [12] white, cotton, crew-neck tee shirts
- Twelve [12] pairs of white cotton underwear - briefs, or boxer briefs (male)
- Twelve [12] pairs of white cotton panties (female) – NO thongs
- One [1] pair of “long johns”
- Twelve [12] pairs of black crew length socks – cotton socks are recommended. *Experience has proven that socks made of synthetic material contribute to blistering and in some cases secondary infections.*
- Twelve [12] pairs of plain white athletic ankle socks. (Socks must be void of visible logos or color, and must cover the protruding anklebone.)
- Six (6) pairs of Dri-Comfort Combat Over the Calf Padded Leg Boot Socks – Coyote Brown – see Annex B on footwear for more information on these socks
- One [1] bathing suit, solid black or navy blue (female: conservative one piece)
- One [1] pair of shower shoes (black)
- Six [6] white, cotton towels
- Six [6] washcloths
- Twelve [12] white handkerchiefs
- One [1] iron with ironing board (full or travel size)
- One [1] pair of good running shoes in a subdued color such as white, navy, or black (may have contrasting trim)
- Three [3] pairs of black compression shorts (cotton spandex) for wear with physical training uniform *(optional)*
- One [1] overnight bag for additional items that will be kept on top of the full press is authorized.

- Bag may NOT EXCEED 24”L x 12”H x 18”W.
• One [1] pair of conservative style pajamas (*optional*)

• Bedding: All cadets are required to furnish their own bed linens except for the bedspread and blanket, which will be issued.
  - Four [4] white, *non-fitted* sheets for a regular size single (twin) bed mattress. You may use regular or extra-long sheets. Additionally, we do not recommend purchasing very expensive sheets as some will end up as banners. Save your money for sophomore year.
  - One [1] standard sized pillow
  - Four [4] white pillow cases
  - Cadets are issued one plastic mattress cover at cost.

• Toiletries

• School supplies

• Footwear: See Annex B

• Additional items for female cadets:
  - Five [5] white, beige, or skin-colored regular bras
  - Five [5] white or beige sports bras

• Labeling clothes:
  - As a time saving measure, though not mandatory, it would be helpful to write your last name and first two initials in your clothing using a permanent marker. The location of the name should be inconspicuous when the garment is worn (e.g., bottom of each sock, rear waistband of underwear, and the front shirttail of t-shirts).
  - Household linens such as towels, sheets, and pillowcases should not be labeled. The Cadet Laundry will affix a permanent label to these items.

• The following items from the Commandant’s Office may be brought with the new cadet or obtained later:
  - One [1] desk reading lamp
  - One [1] picture with frame – no larger than 8”x10”
  - One [1] radio/stereo/CD player – Speakers must be no larger 12”x24”.
  - One [1] oscillating fan – Box or floor fans on a stand are not authorized.
  - Computer and printer
  - Alarm clock

The Citadel does not furnish bedding. Cadets shipping their belongings to the college must bring with them two sheets for a regular size mattress, one pillowcase, and pillow for use until they can access their belongings.

When you report you will receive an initial a set of uniforms and various items you will need to support your first few weeks of training. These items include uniforms to locks, bathrobe and shine kits for shoes and brass. So be careful about how much extra supplies you bring. The
rooms are small and the storage space is limited. You will be able to replenish these items from our Cadet Store when needed or order them from an online vendor like Amazon.

If you are nearby, you are more than welcome to visit the Cadet Store and purchase the items above at the Cadet Store (#31). Normal hours are 9AM to 3PM for guest shoppers. The store is open Monday thru Friday during the school year and Monday through Thursday in the summer. They do close for Federal Holidays in the summer. If you decide you want to take advantage of purchasing your items at the Cadet Store, we strongly recommend calling ahead of time to make sure they will be open when you plan to shop. You can contact them at 843-953-5166.
Annex B
Shoes & Boots Information

Proper fitting footwear plays a significant role in the first few weeks of a freshman’s experience at The Citadel. We cannot overemphasize the importance of reporting with properly fitted footwear (boots and dress shoes) that have been broken in.

All cadets must bring:

- One [1] pair of military style boots, coyote brown colored with deep lug soles – Boots -
  - Must be coyote brown colored with a plain toe.
  - Patent leather or poromeric material is not authorized.
  - Marine Corps emblems are not authorized.
  - The Cadet Store at The Citadel sells Belleville brand boots – see page 15.
  - Patent leather or poromeric material is not authorized.
  - You will not be permitted to wear shoes that fail to meet these criteria.
  - The Cadet Store sells the Bates Footwear brand – see next section.

**MILITARY STYLE DRESS SHOES**

The two pairs of dress shoes should meet the following specifications:

- Black Oxford.
- Plain Toe
- Plain Heel (no additional stitching on the sides of the heel)
- Smooth Leather,
- Rubber Heel and Sole

High gloss, poromeric, or corfam shoes are not authorized for wear.

Bates makes a good shoe that is known for its comfort as well as durability. They are available for purchase at the Cadet Store or online at https://www.batesfootwear.com/. Search for the style number E00932 for men and E00732 for women.
BOOTS

- Go to the US Patriot Tactical Website: [https://www.uspatriottactical.com/](https://www.uspatriottactical.com/)

- Search for “TREA TR550” which should bring up their Men’s 8” Tactical Research by Belleville Khyber II Boots. Note there is an “underscore” between “TREA” and “TR550”

- **Coyote Brown** Colored Boots are the ONLY authorized color. **No Zippers**

- You will also require six (6) pairs of Dri-Comfort Combat Over-the-Calf Padded Leg Boot Socks – color: Coyote Brown. These may be purchased at the Cadet Store or online at [https://www.jefferiessocks.com/1203-dry-comfort-combat-boot-sock-2-pk](https://www.jefferiessocks.com/1203-dry-comfort-combat-boot-sock-2-pk)

- Contact the Cadet Store at 843-953-5166 if you have any questions concerning the boots, socks and shoes.
A well-fitting shoe can have a profound impact on your experience at The Citadel. We recommend being professionally fitted for your shoes. Experience has shown that you will get better results by actually trying on your uniform shoes and boots. Therefore, we do not accept telephone orders for footwear.

We encourage you to buy your shoes and boots from your local area where you can be fitted and try the shoes on to make sure they fit properly to avoid any foot problems later.

If you order them from an online store, go to a reputable shoe store first and get professionally measured. The Cadet Store on the Citadel campus sells Belleville boots and Bates shoes as shown in the previous pages.

Over the past few years we have collected the following information from our shoe representatives that we believe will be helpful in making sure you have a good fitted shoe:

- Uniform shoes of good quality, comes in both sizes and widths.
- The most important indication of a proper fit is when the widest part of the foot is positioned in the widest part of the shoe. People with long toes will have less room in the end of the shoe than those with short toes, but your toes should never touch the end of the shoe.
- Nearly everyone has one foot that is larger than the other. It is best to fit the larger foot. Trying on both shoes and walking in them allow you to decide how they will feel once you leave the store.
- Lace shoes with the traditional crisscross pattern. Adjusting the laces by working the slack out from the bottom toward the top will improve the fit. A properly laced shoe keeps the foot properly seated in the heel.
- Two basic causes of sore spots and/or blisters on the feet are friction and constriction. Improperly fitted shoes make your feet hurt.
- Insoles provide a bit of a lift, and should solve the problem of rubbing against your ankle.
- Always take the time to untie your shoes. Removing shoes by stepping on the heel and removing them without untying breaks down the heel counters. Once the heel is broken, it tends to rub against the back of the foot.
- Using care in putting your shoes on prolongs their life and increases your comfort. If your shoes are untied, you can put them on without squashing down the back of the shoe, pushing down the tongue, or forcing your feet into a narrow opening. It is best to guide your heel with a shoehorn or fore finger.
Several factors may contribute to a size change. Weight loss or gain, a growth spurt, an injury to a foot or ankle, even prolonged standing or walking can alter the size of your foot.

- A shoe sets to fit a particular foot once worn. Wearing loaners or hand-me-downs can lead to problems.

If you have any questions about any of the items for an incoming freshman, please feel free to call us at (843)-953-5166, Monday – Friday, between the hours of 9AM and 3PM. We do close during the summer for inventory, holidays and Fridays during the summer four-day workweek, so please call first to make sure we will be open when you plan to visit.

Our goal is to support The Citadel’s military tradition by providing the best services and uniform needs to our cadets and staff. You are welcome to take advantage of our experience by purchasing your uniform footwear at the Cadet Store before matriculating. Again, please call first to make sure we will be open.

Thank you and welcome to The Citadel Family!

The Citadel Cadet Store Staff
ANNEX C
PHYSICAL FITNESS INFORMATION
PHYSICAL CONDITIONING

One of the keys to success is to be able to participate in all the various activities with your classmates. One of the reasons we emphasize braking in your boots and dress shoes is because suffering from blisters can prevent you from doing just that. The same is with Physical Fitness.

The first weeks of training at The Citadel are very physically demanding for a new cadet. It is imperative that cadets be physically fit prior to reporting to The Citadel. Only those who have spent their summer properly preparing themselves will be able to meet the training requirements.

YOU MUST BE ABLE TO RUN TWO MILES, EVERY DAY, AT AN NINE MINUTE PER MILE PACE OR BETTER. . .

. . . if not, you will not be able to keep up with your classmates.

At this point, you should have completed your physical and received medical clearance from The Citadel’s physician. Consult your physician regarding your body weight. Pay particular attention to your estimated body fat percentage, which provides a much more accurate figure for determining proper body composition than height/weight charts. If your physician recommends weight loss, make sure you follow their advice when reducing caloric intake and increasing caloric expenditure.

It is important for you to understand that graduation requirements as stated in the College Catalog require that you meet the Commandant’s Physical Fitness Standard, which includes passing the Corps Physical Fitness Test (CPFT) EACH SEMESTER plus meeting the weight standard for your height. There are no waivers for these requirements.

Charleston’s climate is generally conducive to year-round outdoor activity; however, the hot, humid conditions of August and September are very hard on cadets who have not properly prepared themselves. It is important that you prepare yourself by controlled exposure to similar conditions during exercise. Although complete acclimation may not be possible prior to your arrival, some adaptation will certainly occur. During periods of exercise, dress comfortably and avoid plastic/rubber or heavy cloth sweat suits.

Your exercise program should start with a light warm-up session of calisthenics such as push-ups, bent leg sit-ups, jumping jacks, and half knee bends (squats). Follow this with a light to moderate workload of jogging and walking for a 15 to 20 minute period, gradually progressing to longer periods of jogging with less walking. Once you can run the full distance, begin to increase your pace to improve your time. Follow your run with another set of calisthenics.

Keep improving your performance until you can complete three to five miles in 25 to 40 minutes, respectively. Before, during, and after exercise, replenish your body fluids. If you wait until you are “thirsty,” your body is already deficient. This will prevent dehydration, aid in heat loss, and prevent muscle cramps and other discomforts.

Proper preparation is the key to success in any program. Get in shape now.
WAYS TO IMPROVE ON THE CITADEL PHYSICAL FITNESS TEST
THE CORPS PHYSICAL FITNESS PROGRAM
(Includes the Army’s Hand Release Pushup)

The Corps Physical Readiness Program is designed to challenge all cadets to take responsibility for their health and fitness. Our evaluation of you will begin immediately. Weekly physical training sessions occur on Monday and Thursday mornings before breakfast.

Your first fall semester, evaluated Corps Physical Fitness Test occurs in the first few weeks of classes.

Although you can find the minimum standards on our webpage, we expect our cadets to set as their goal the maximum scores – passing each event with a total of 145 (out of 300) – which allows you to move to the Individual Physical Training Program where you to conduct your own fitness program.

If you fail any one of the events or score less than a total score of 145, you will be entered into the Commandant’s Physical Remediation Training Program and will continue to train under the supervision of the cadet leadership and the SCCC Strength & Conditioning Coach.

You can access a video of the CPF Coordinator demonstrating the correct way to perform the various exercises that are part of the program.

Physical Training activities, such as Company Spirit Runs and Intramurals, are a part of every cadet’s daily life. Not to mention, but freshmen rarely walk anywhere on campus!

Physical fitness is an individual responsibility and starts with you NOW. If you are not prepared when you arrive in August, you will be behind most of your classmates – as we mentioned above, this is not where you want to be. Should you have questions about the program or the recommendations below, please refer to the contact numbers at the end of this document.

An important reminder: Participation in the Senior Ring Presentation and Graduation Week requires passing the Corps Physical Fitness Test.

WAYS TO IMPROVE CRUNCHES

For best results, proper crunches should be performed three to five times a week. When practicing, place a towel or other soft material under your tailbone or practice on a mat.

The best method of practicing crunches is do them the same way they are tested. The following are variations of the exercise you can practice:

THE CURL-UP

POSITION. Lie on your back with your feet as close to your buttocks as possible. Cross your arms over your chest with your hands on the opposite shoulders. DO NOT HOLD YOUR FEET DOWN, although they must remain in contact with the ground at all times.

ACTION. Raise your head and shoulders off the ground, hold for five seconds, and return to the starting position. Repeat 10 to 20 times. Gradually increase number of repetitions. Exhale as you sit-up.
RUSSIAN TWIST

POSITION. Sitting upright on the ground, butt should be on the floor with legs extended out, hands together.

ACTION. Bring feet up by bending at the knees to engage the core. Leaning back to a 45-degree angle and keeping back straight, quickly rotate hands from one side of the body to the other, touching the ground each time. Start with 3-4 sets of 20 repetitions on each side and progress weekly to 4-5 sets of 30 repetitions.

ALTERNATING ELBOW TO KNEE

POSITION. Lie on your back and cross your arms over your chest. Your legs should be off the ground, knees should be bent, and lower legs parallel to the ground.

ACTION. While the left knee is pulled towards the chest and touched with the right elbow, straighten the right leg, but keep it off the ground. Reverse the action bringing the right knee up to the left elbow and straightening the left leg. Repeat the action continuously for 20 counts with each leg. To progress your endurance, increase the number of sets each week.

PLANKS

POSITION. Start with elbows and knees on the ground, feet together and hands shoulder-width apart.

ACTION. Extend feet out and raise knees off the ground, with only feet and elbows touching the deck. The back should remain flat and head in line with the rest of the body. Squeeze the core and glutes to maintain posture. Start with 3 sets of 20 seconds and progress weekly to 60 seconds.

SIT-UPS DONE WITH WEIGHTS

POSITION. Perform any other previously mentioned exercises or sit-ups with a weight held on your chest (or back for planks).

ACTION. The same actions described above for each type of sit-up.

HINTS FOR CRUNCHES

- Keep your chin tucked to your chest.
- Keep your elbows tucked tightly against the ribcage.
- Concentrate on maintaining rhythm.
- Work efficiently the entire 2 minutes.
- Ensure only bottom of shoulder blades touch deck.
PUSH-UPS

Change 1: reflects adoption of the Army’s Hand Release Push Up

We have adopted the Army’s new Hand Release Push-Up. You can find the proper way to perform this style of push-up at the following link:

[The Hand Release Push Up](https://www.army.mil/acft/#event3)

WAYS TO IMPROVE PUSH-UPS

You will need to practice push-ups three to five times per week to ensure progress. If you do these more often, the muscles may not have time to recuperate and become stronger. Below are some variations to help you improve your strength and muscular endurance.

MODIFIED PUSH-UPS - HANDS ON AN OBJECT

**POSITION.** Keep your body straight (hips in-line with shoulders). Balls of your feet should be on the ground, and your hands should be on a wall, desk, or steps of a staircase. You can gradually increase the exercise difficulty by first placing your hands on the wall, later on a desk, and then on a chair (or by progressing to lower stairs on a staircase). By progressing to lower levels of hand placement, intensity of the exercise and your muscle strength increase.

**ACTION.** This exercise involves the same action as a regular push-up. Aim to achieve multiple sets of 80% of your rep goal. For instance, if your goal is 50 push-ups, do 40 modified push-ups; wait, do another 40; wait and do another 40. When this becomes easier, raise your rep goal for each set.

8-COUNT PUSH-UP CONDITIONING

**POSITION.** See video demonstration below for the Army’s eight count T push-up drill. [https://www.youtube.com/watch?v=Iu8E67jcXQ4&t=3s](https://www.youtube.com/watch?v=Iu8E67jcXQ4&t=3s)

**ACTION.** This exercise involves the same action as a hand release push-up, with a return to position of attention after every rep in order to gradually build your endurance for the hand release push-up. Strive for three sets of 10, increasing your goal as each set becomes easier.

BENCH PRESS, WEIGHT MACHINE AND FREE WEIGHTS

- Refer to this link for more ways to train for the Hand Release Push Up event. [https://www.army.mil/acft/#event3](https://www.army.mil/acft/#event3)
- A beginner can use this method without using any of the previous methods. It can also be used by a more advanced person who has used previous techniques.
- By trial and error, use a weight that allows you to do 80% of the number of repetitions you want to do on The Citadel Physical Fitness Test (CPFT). Rest 1-2 minutes between sets, and do your second and third sets until you reach fatigue and cannot do anymore.
- When you can perform 100% of the number of repetitions you want to do on the CPFT FOR THE FIRST SET, add 5-10% more weight with free weights. Another option is to add whatever weight is necessary to drop you again to 80% of desired repetitions with the new
weight. Proceed as above, building up to 100% of desired repetitions for the first set, with second and third sets performed until you cannot do anymore.

**HINTS FOR PUSH-UPS**

- Training only on push-ups and/or bench presses can lead to a strength imbalance. Pull-ups or some type of rowing exercise should be done with resistance or a training partner.

- When training, maintain proper form. Keep your body straight. Lower yourself or the weight in a controlled manner so you gain a training effect. During the test itself, however, to conserve energy and improve your performance, you should work at a much more rapid pace. When being tested, try to do as many repetitions as possible during the first 60 seconds. Do not forget to breathe during both training and testing.

- When practicing the HRP: place your hands flat on the ground with index fingers inside the outer edge of the shoulders. Your hands should return to this position to complete each repetition. Keep your feet in contact with the ground and no more than a boot’s width apart.

- The Hand-Release Push-Up consists of four movements:
  
  Movement 1: on the command, “GO,” the Soldier pushes the whole body up from the ground as a single unit to fully extend the elbows and move to the up position (front leaning rest).

  Movement 2: after reaching the up position, the Soldier bends the elbows to lower the body to the ground. The chest, hips, and thighs touch the ground as a single unit. The head or face does not have to contact the ground.

  Movement 3: the hand release. Without moving the head, body, or legs, the Soldier immediately moves both arms out to the side, straightening the elbows into the T position. The arms and hands may touch or slide along the ground during this movement.

  Movement 4: the Soldier makes an immediate movement to place his or her hands back on the ground to return to the starting position to complete the repetition.

**WAYS TO IMPROVE 1.5-MILE RUN**

- If you have not been exercising, start by walking a mile. When you can do this without a great deal of effort, begin to walk for the amount of time that is your goal for the CPFT. Once you begin to feel comfortable walking this amount for the entire time, you should jog and walk for the whole period. Gradually extend jogging portions until you can jog for the total target time.

- Your next goal is to jog for 2 miles. When you develop your conditioning so you can run 3 miles, you will be able to see how much faster you need to run to achieve your target time.

- You can improve your running performance by increasing the duration (time), intensity (speed), and/or frequency. For example, when you reach the 2-mile distance, extend your distance run to 3 miles. If necessary, use the run-walk technique until you can complete the
distance. Another method is to increase intensity of the run by running several shorter distances at a faster pace with specific rest intervals between. If you halve the distance, then the time should be slightly less than half.

**HINTS FOR THE 1.5-MILE RUN**

- Time yourself during practices. Know how long it takes you to run each 1/4 mile for the 2-mile distance. Then when you take the CPFT, stay with those times. If you still have energy for the last 1/4 to 1/2 mile, speed up and set a personal best!
- Run with someone of equal or slightly better ability.
- When you get tired, concentrate on your running rhythm and breathing.

For most individuals, the 1.5-mile run is the hardest part of the Physical Fitness Test. This also takes the longest time to prepare for. Thinking that you can just wait until you report to get in shape is a recipe for disaster. At a minimum, make sure you can run two miles at a 9-minute mile pace.

**ADDITIONAL HINTS FOR A BETTER SCORE**

- Get a good night's sleep before testing performance.
- Eat a nutrient dense evening meal and drink lots of liquids (NO ALCOHOL).
- Eat a good, balanced breakfast if you have at least 3-4 hours before the test. If not, drink some water. If you drink coffee, one cup is all right but NO MORE.
- If you smoke, give it up (preferably for good) at least 12 hours prior to the test.
- As in any competition, tell yourself that you are a winner, that you CAN do it, and that you CAN DO BETTER THAN EVER!
- Exhale when you come up in a sit-up or go up in a push-up. Inhale when you lower back down in a sit-up or lower down in a push-up. DO NOT HOLD YOUR BREATH!
- When running, breathe naturally and deeply! Train yourself to breathe in through your nose and out through your mouth. DO NOT take quick, shallow breaths. YOU NEED AIR TO RUN 1.5 MILES.
- If you have a break between events, WALK around, DO NOT lie down. Lying down or remaining inactive may make your next event HARDER. By walking around, your body will recover more rapidly.

If you have any questions, please contact Mrs. Kasee Haugen, the Physical Readiness Director, 843-953-3020.
ANNEX D
PERSONAL GROOMING STANDARDS

Haircut/Grooming Guidance

General Guidance

- Cadets will ensure their hair is kept in a neat, clean manner. Extreme or fad style haircuts or hairstyles are not authorized. If dyes, tints, or bleaches are used, color used must appear natural or similar to human hair and not present an extreme appearance. Use of hair products that produce an oily or greasy appearance will not be used.

- No cadet is authorized to cut the hair of him/herself or another cadet. Possession of barber equipment by cadets is prohibited. Lines or designs will not be cut into the hair or scalp.

- Fingernails will be kept clean and neatly trimmed so as not to interfere with the performance of duty, detract from the military image, or present a safety hazard. Only clear nail polish is authorized. Females will not exceed a nail length of ¼ inch, as measured from the tip of the finger. Males will keep nails trimmed so as not to extend beyond the fingertip.

- The face will be clean-shaven. If the appropriate medical authority prescribes beard growth, the length required for medical treatment will also be specified. For example, “a neatly trimmed beard is authorized. The length will not exceed ¼ inch.”

- Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven horizontal line. Sideburns will not extend below the middle of the ear canal.

- Cosmetics:
  - Upper-class females are authorized to wear cosmetics applied conservatively and in good taste. Lipstick, eye make-up and rouge may be worn with all uniforms as long as the color is conservative and complements the uniform. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Extreme shades of color such as purple, gold, blue, and white will not be worn.
  - Make up/eye liner will not extend past the eye to include feline and winged look.

Hair Regulations for Women

The following pages describe the hair regulations for all women in the South Carolina Corps of Cadets. It is imperative that you read and understand this regulation, which mirrors that of the Military Services and Academies.

**Bottom-line:** Women entering The Citadel are not required to cut their hair. However, you must be able to style it each day as per the standard below from the day you matriculate. During the first 2 weeks, your schedule is very compact so make sure you are prepared.

If your hair is long, the regulation has specific requirements that differ greatly from what you have experienced; you are highly encouraged to practice how you will meet the requirement. Mostly likely, you will need hair accessories that are not available on campus.
Shorter hair poses its own set of challenges. Make sure you understand the descriptions below AND examine the pictures to help you determine what your requirement might look like.

If you have questions, please contact the Operations and Training Office at 843-953-6928.

I. **Female Haircut Guidance:**

- All females will ensure that their hair:
  - is neatly groomed,
  - the length and bulk of the hair is not excessive
  - the hair does not present a ragged, unkempt, or extreme appearance.

- Trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. Only straight parts are authorized.

- Females may wear braids, as long as the braided style is conservative, the braids lie snugly on the head, and any hair holding devices comply with the standards in paragraph II below.

- Braids, cornrows, twists, and locks will be of uniform dimension and have a diameter no greater than ½ inch. Each must be spaced the same.

- Hair will not fall over the eyebrows or extend below the edge of the duty collar at any time during normal activity or when standing in formation. Graduated haircuts will not exceed 1” in difference between the front and back.

- Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so that no free hanging hair is visible and not to exceed 2” in bulk and no more than 3” from the scalp. The hair at the top of the head will also not exceed 2”height as measured from the scalp. This includes styles worn with the physical fitness uniform.

- Buns will be firmly adhered (no loose strands), and can be a max of four inches in diameter and a max of three inches away from the nape of the neck.

- Styles that are lopsided or distinctly unbalanced are prohibited.

- Ponytails, pigtails, or braids that are not secured to the head (allowing hair to hang freely), widely spaced individual hanging locks, and other extreme styles that protrude from the head are prohibited with the following exceptions.

- Female cadets are authorized to wear their hair in a ponytail or single braid if:
  - Wearing the cadet physical fitness uniform and engaged in authorized physical fitness activities.
  - While wearing a distinctive Cadet Athlete or Club Squad athletic uniform or when wearing the blazer uniform.

- Extensions, weaves, wigs, and hairpieces are authorized; however, these additions must have the same general appearance as the individual’s natural hair and comply with all the grooming policies of these paragraphs.
• Females will ensure that hairstyles do not interfere with proper wear of the military headgear. When headgear is worn, the hair will not extend below the bottom edge of the front of the headgear, nor will it extend below the bottom edge of the duty collar.

II. **Hair Holding Devices:**

• Hair-holding devices are authorized only for the purpose of securing the hair. Cadets will not place hair-holding devices in the hair for decorative purposes.

• All hair-holding devices must be plain and either clear or of a color as close to the cadet’s hair as possible.

• A maximum of four may be used.

• Devices that are conspicuous, excessive, or decorative are prohibited. Some examples of prohibited devices include, but are not limited to; large, lacy scrunchies; beads, bows or claw clips; clips, pins, or barrettes with butterflies, flowers, sparkles, gems, or scalloped edges; and bows made from hairpieces.

• Cadets may not wear hairnets unless prescribed by the Citadel Surgeon.

III. **Pictures:** See pages 27 and 28
PICTURES

Straight or wavy hair while growing out. Hair can touch ears. No “designs” will be cut into hair.

Braids, cornrows, twists, and locks will be of uniform dimension and have a diameter of no greater than 1/2 inch. Each must be spaced the same.

For females with coarse hair while growing it out. Hair cannot be more than 2 inches from the scalp.

Bob haircut...hair cannot touch the BOTTOM of uniform collar in the back. Hair can be pinned from face or loose.

Hair devices will be as close to hair color as possible (i.e., black or brown for individuals with dark hair, and tan for those with lighter colored hair). White and colored accessories are not authorized. Buns will be firmly adhered (no loose strands), and can be a max of 4 inches in diameter and a max of three inches away from nape of neck. Braids can either be loose or straight back if adhered to scalp.