

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

GENERAL ORDER  
NUMBER 1-1

7 February 2009

**VERIFICATION OF CITIZENSHIP OR IMMIGRATION STATUS**

1. PURPOSE:

The purpose of this policy is to prescribe the process by which The Citadel will verify the lawful presence of any current or potential student.

2. REFERENCES:

S.C. CODE ANN. § 59-101-430 (Law. Co-op. 1976)

3. DEFINITIONS:

A. South Carolina Illegal Immigration Reform Act: Act 280 of the 2007-2008 South Carolina Legislature (hereafter "the Act").

B. FAFSA: The Free Application for Financial Aid, as prepared and maintained by the United States Department of Education.

4. POLICY

A. General Rule. In accordance with the Act it is the policy of the College that a person unlawfully present in the United States is not eligible for enrollment at The Citadel, The Military College of South Carolina, and does not qualify on the basis of residence for any other benefit including, but not limited to, scholarships, financial aid, grants, or resident tuition.

B. Nature of Proof Needed: Verification of lawful presence in the United States shall be based on criteria used by the Federal Government to determine immigration status and may include, but not be limited to:

- (1) Original source documentation that establishes birth in the United States
- (2) An approved FAFSA;
- (3) A passport or visa;

- (4) Verification through one or more Federal data bases; or
- (5) Such other documentation that the College may determine, from time to time, to be sufficient evidence of lawful presence in the United States.

C. Procedures

- (1) Responsibility for Oversight. The Office of the Registrar has the responsibility to manage this Process and to report on its operations to the Provost.

- (2) System Requirements

- (a) The Office of Information Technology Services shall develop and maintain a computerized data base that will be used to record the names of each student or applicant for enrollment (hereinafter collectively referred to as the "Students" and each individually as a "Student") and that, in addition, shall contain the following information: (1) whether that Student has been verified for lawful presence in the United States; (2) how and when that verification was made; and (3) the current status of the Student if verification was not made.

- (b) Only those Citadel employees who have a job related need to know shall have access to the data base described in subparagraph (a).

- (3) Process for Verification

- (a) The verification process for all **non-international** Students (including applicants for enrollment) shall be through review and verification of such government-issued or approved documents or forms as necessary, including but not limited to U.S. birth certificates, passports, FAFSA forms, or such other documentation that the College may determine, from time to time, to be sufficient evidence of lawful presence in the United States.

- (b) The verification Process for **International Students** (degree, non-degree including exchange Students and applicants for enrollment) and regardless if entry points in Graduate, Undergraduate and Summer School, shall be by verification through Systematic Alien Verification Program (SAVE) and/or the Student Exchange and Visitor Program (SEVIS).

- (4) Non-Verification: Appeals

- (a) If a Student does not meet a verification threshold, the Registrar must place a "warning flag" on the Student's record or application and notify

the Student, in writing, about the preliminary determination of ineligibility for enrollment or continued enrollment. Once a warning flag is placed on a Student's record, all enrollment actions and financial aid decisions of the College related to that Student must be made by the Provost or his/her designee.

(b) The notification referred to in subsection (a) shall also state the basis for non-verification and inform the Student that the Student has 14 days from the date of the notification to appeal the preliminary determination through the submission of federally generated source documents or other acceptable proof that establishes the lawful presence of the Student in the United States. A copy of the Registrar's notification shall be forward to the General Counsel and to the Office of Financial Aid, if the Student has received or is applying for aid by or through that Office. Appeals shall be resolved by the Provost which shall be the final College determination on the matter. If the Student does not appeal the preliminary determination of the Registrar within the 14 day period described in this subsection, the preliminary determination shall become the final determination of the College.

## 5. COMPLIANCE

The Provost and other senior managers of the College shall undertake such administrative action as may be necessary to implement this Process and further its intent. Among other actions, applications for admissions shall be revised, as necessary, to collect needed information and appropriate measures shall be taken to protect the privacy of such information and to maintain such information for the minimum period of time needed to assure compliance with all requirements. The Provost shall review this Process periodically and advise the Board of Visitors of any recommended modifications as may be needed to further the purposes of the Act or the academic integrity of the College.

## 6. NOTES

### A. Dates of official enactment and amendments:

Approved by Board of Visitors on 7 February 2009

### B. Responsible Department:

Provost

### C. Responsible Official:

Registrar

### D. Cross References


None

7. RESCISSION:

None

FOR THE BOARD OF VISITORS:

OFFICIAL

A handwritten signature in black ink that reads "A.H. Baiden, III". The signature is written in a cursive style with a horizontal line extending to the right.

ARTHUR H. BAIDEN, III  
Major General, AUS (Retired)  
Chair, Board of Visitors