

# ABSENCE INSIGHTS: WHAT YOU NEED TO KNOW

## FIRST THINGS FIRST: SPEAK TO YOUR TAC OFFICER!

**BEFORE ANYTHING ELSE**, speak to your TAC so they are aware of the situation & can help you figure out a plan of action.

### IF YOU ARE UNABLE TO RESOLVE THIS WITH YOUR COMPANY OR BATTALION TAC...

Student Affairs *may* be able to help. To support your case, please provide any documentation that verifies your absence(s), such as:

Off-campus  
medical provider  
paperwork

Clinic paperwork

Emails to/from  
instructors

Emails to/from  
TAC Officers

Email from  
Title IX Office

Any other relevant  
materials that may  
help your case

### ONCE YOU HAVE SUPPORTING DOCUMENTATION...

#### OPTION 1

- Drop in to the Office of Student Affairs in Bond 369
- Bring any documentation that verifies your absence(s)

★ Please note that you are not guaranteed to be seen immediately



#### OPTION 2

- Schedule a 15-minute appointment with an advisor in Bond 369
  - LTC Hayden Clement | hclement@citadel.edu
  - Nathan Stillings | nstillin@citadel.edu
- Bring all supporting documentation to your appointment

★ If you were a CSI participant, please schedule with LTC Hayden Clement



CLEMENT



STILLINGS

If your absence can be excused, we will update CAS accordingly, which will remove associated CONs

#### POTENTIALLY UNEXCUSED ABSENCES

- Slept through class
- Skipped class
- Self-diagnosed medical issues (e.g., put self on bed rest)
- Guard duty
- Running errands for rank duties
- Planning to drop a class but process was not completed



# ACT NOW!

DO NOT WAIT UNTIL THE DAY YOU ARE TO SERVE CONS



THE CITADEL  
STUDENT AFFAIRS AND  
ACADEMIC SERVICES