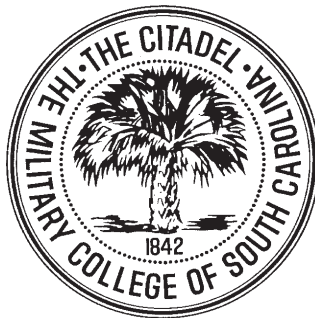


**BLUE BOOK**

**REGULATIONS**



**For The**

**SOUTH CAROLINA**  
**CORPS OF CADETS**

**2008-2009**



THE CITADEL  
The Military College of South Carolina  
Charleston, South Carolina 29409

1 August 2008

MEMORANDUM  
NUMBER 2

REGULATIONS FOR THE CORPS OF CADETS

1. The following regulations, to be known as *THE BLUE BOOK*, are hereby issued for the Corps of Cadets of The Citadel.
2. These regulations shall be in full force and effect from the date of distribution. They supersede all orders, regulations, or memoranda previously published by this department.

FOR THE PRESIDENT:



Gregory A. Stone  
COL, USA (Ret)  
Commandant of Cadets

GAS:cs

## THE CITADEL CODE

To revere God, love my country, and be loyal to The Citadel.

To be faithful, honest, and sincere in every act and purpose and to know that honorable failure is better than success by unfairness or cheating.

To perform every duty with fidelity and conscientiousness and to make duty my watchword.

To obey all orders and regulations of The Citadel and of proper authority.

To refrain from intoxicants, narcotics, licentiousness, profanity, vulgarity, disorder, and anything that might subject me to reproach or censure within or without the college.

To be diligent in my academic studies and in my military training.

To do nothing inconsistent with my status as a cadet.

To take pride in my uniform and in the noble traditions of the college and never do anything that would bring discredit upon them.

To be courteous and professional in my deportment, bearing, and speech, and to exhibit good manners on all occasions.

To cultivate dignity, poise, affability, and a quiet and firm demeanor.

To make friends with refined, cultivated, and intellectual people.

To improve my mind by reading and participation in intellectual and cultural activities.

To keep my body healthy and strong by physical exercise and participation in many sports.

To be generous and helpful to others and to endeavor restrain them from doing wrong.

To face difficulties with courage and fortitude and not to complain or be discouraged.

To be worthy of the sacrifices of my parents, the generosity of the state, and the efforts of all who teach and all who administer the college in order that I might receive an education and to recognize my obligation to them.

To make the college better by reason of my being a cadet.

To resolve to carry its standards into my future career and to place right above gain and a reputation for integrity above power.

To remember always that the honor of being a Citadel Cadet and graduate imposes upon me a corresponding obligation to live up to this code.

GEN. CHARLES P. SUMMERALL  
U.S. ARMY, RETIRED, PRESIDENT 1931-1953

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NOTE: The foregoing code is earnestly commended to all cadets as an interpretation of the ideals of The Citadel.

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## CHAPTER 1 - INTRODUCTION

**A. GENERAL.** This Regulation, hereafter referred to as The Blue Book, provides specific policy guidance for members of the South Carolina Corps of Cadets.

### **B. DUTY.**

1. “Duty is the most sublime word in the English language. Do your duty in all things....You can never do more, you should never wish to do less.”

-attributed to Robert E. Lee.

2. Individual Responsibilities.

a. Duty always takes precedence over privileges. Cadets will become familiar and comply with this regulation and all other written or oral directives issued. Cadets have the moral and ethical responsibility to report offenses affecting good order and discipline including sexual discrimination and harassment. Such reports will be made at the time of the offense or as soon as possible thereafter to an officer or member of the violator’s cadet chain of command.

b. A cadet is expected to act in accordance with the intent and spirit of regulations, directives, and orders.

### **C. MAINTENANCE OF THIS REGULATION.**

1. **A copy of this regulation is maintained on The Citadel web site under Corps of Cadets, Commandant’s Office, Cadet Regulations (<http://www.citadel.edu/commandant/cadetregulations/index.shtml>).**

2. Cadets are required to know the contents of this regulation. Ignorance of the rules is not an acceptable excuse for taking actions contrary to the regulation.

### **D. DISCRIMINATION.**

1. The Citadel expressly forbids discrimination by or toward any personnel hired by, affiliated with, or a student at the College because of race, color, religion, sex, or national origin. Leaders have a responsibility to practice the highest standards of fairness and impartiality in the conduct of their duties. Cadets are expected to be actively sensitive to proper leader-subordinate relationships, including issues related to different cultures, gender, race, and religious beliefs.

2. Policy on Prohibition of Sex Discrimination. All activities of the College are equally open to cadets regardless of gender. Accordingly, discrimination against any cadet on the basis of gender is prohibited in recruiting, admissions, access to the barracks, educational programs, and other activities of the campus.

3. Words which denigrate others on the basis of race or ethnicity, religion or gender are unprofessional and disrupt unit performance and cohesion. Similarly, words, symbols, or clothing from recognized hate groups are considered detrimental and will not be tolerated. Furthermore, referring to uniform items, other people, or tasks in terms of body parts, or bodily functions is also unacceptable, and the use of all such language is unauthorized.



## **E. REFERENCES.**

1. *College Regulations*, The Citadel, The Military College of South Carolina.
2. *Organizations, Functions, and Administrative Standard Operating Procedures (SOP)*, “The White Book.”
3. *The Citadel Training Model (CTM)*, A Guide for Effective Leadership.
4. *The Honor Manual* of the Corps of Cadets.
5. Cadet Leadership Development Program (CLDP).
6. Academic Procedures Manual.
7. Manual for Student Organizations, Activities, Club Sports, and Religious Activities.
8. Additional guidance and clarifying instructions may be issued in administrative and/or training memoranda, Commandant’s circular, pamphlets, or bulletins.
9. *Guidon*.
10. *Fourth Class Manual*, The Red Book.

## CHAPTER 2 - COMMAND, CONTROL, AND ORGANIZATION OF THE CORPS OF CADETS

### A. GENERAL.

1. The Commandant of Cadets is responsible to the President of The Citadel for the command and control of the South Carolina Corps of Cadets which is under the immediate command of the Commandant.

a. Regimental Tactical Officer: The Regimental Tactical Officer (RTO) is responsible to the Commandant of Cadets for the assignment, training, and operational control of assigned Battalion and Company Tactical Officers. The RTO is also responsible for the scheduling, training, and command and control of the Regimental Guard.

b. Tactical Officers: The Battalion and Company Tactical Officers are responsible to the RTO for the direct supervision of Cadet Commanders and Subordinate Cadet Company Officers in the performance of their duties.

c. Active Duty Officers (ADOs): Active Duty Officers are administratively under special contract with the Commandant's Department to perform specific duties in support of the South Carolina Corps of Cadet. ADOs are under operational control of the Battalion Tactical Officers.

2. Command authority within the Corps of Cadets is vested in Cadet Officers appointed by the Commandant with the authority of the President. The Cadet Regimental Commander commands the Corps of Cadets through subordinate Cadet Commanders at Battalion and Company level (chain of command). Detailed organizational charts are found in Chapter 2 of the *Organizations, Functions, and Administrative Standard Operating Procedures (SOP)*, "The White Book." The academic requirements for holding cadet rank are 2.0 cumulative GPA and proper class classification. See White Book, Chapter 3.

### B. CHAIN OF COMMAND.

1. The Cadet Chain of Command is composed of those cadets who are held responsible for the individual and collective well-being of cadet members of their military unit. **COMMANDERS ARE RESPONSIBLE FOR WHAT THEIR UNIT DOES OR FAILS TO DO.** The members of the Cadet Chain of Command are outlined below.

a. Cadet Regimental Commander. The senior ranking cadet appointed to the rank of Cadet Colonel. Responsible to the Commandant for command and control of the Corps of Cadets.

b. Cadet Battalion Commander. Appointed to the rank of Cadet Lieutenant Colonel. Responsible to the Regimental Commander for command and control of one of the four cadet battalions.

c. Cadet Company Commander. Appointed to the rank of Cadet Captain. Responsible to a Cadet Battalion Commander for command and control of a rifle company.

d. Regimental Band Commander. Appointed to the rank of Cadet Major. Responsible to the Cadet Regimental Commander for command and control of the Regimental Band.

e. Palmetto Battery Commander. Appointed to the rank of Cadet

Captain. Responsible to the Regimental Commander for command and control of the Palmetto Battery.

f. Summerall Guard Commander. Appointed to the rank of Cadet Captain. Responsible to the Regimental Commander and the Commandant of Cadets for command and control of the Summerall Guards.

g. Cadet Platoon Leader. Appointed to the rank of Cadet Second Lieutenant. Responsible to the Cadet Company Commander for command and control of one of the platoons.

h. Cadet Squad Leader. Appointed to the rank of Cadet Sergeant. Responsible to the Cadet Platoon Leader for command and control of one of the squads within the platoon.

2. Other Cadet Rank Holders.

a. Cadet rank holders not specifically mentioned above are not part of the Cadet Chain of Command. They are, however, key and essential to the smooth functioning of the Corps of Cadets. Regimental and Battalion staff officers and Non-commissioned officers (NCOs) assist their commanders in carrying out their command responsibilities. Company Commanders are assisted by the Executive Officer and a staff which fulfills the functions of Academics, Athletics, Honor, Human Affairs, Regulations and Discipline (R&D), Supply, Recruiting, Public Affairs, Clerk, and Armorer. Platoon Leaders are assisted by Platoon Sergeants. Squad Leaders are assisted by Assistant Squad Leaders (Corporals). The Commandant may designate cadets to have rank of specific activities such as the Summerall Guards, Senior Class President and the Rifle Legion. Appointments are not automatic. Recommendations will be forwarded to the Commandant.

*Summerall Guard Commander	CPT
*Senior Class President	CPT
*Rifle Legion Commander	CPT
*Junior Class President	MSG

b. Cadet leaders of the Southern Conference Corps Squads and academic oriented organizations will be screened and one will be appointed a cadet officer of each organization with the below indicated rank structure. Appointments are not automatic. Recommendations will be forwarded to the Commandant, and the AD and the Provost as applicable. If only an academic junior is available to be a team captain, rank will be determined by the appropriate team TAC in coordination with the team coach. Rank will be no higher than Cadet Master Sergeant.

Football	Captain
Baseball	Captain
Basketball	Captain
Tennis	1st Lieutenant
Wrestling	1st Lieutenant
Volleyball	1st Lieutenant
Academic	1st Lieutenant
Women's Soccer	1st Lieutenant
Men and Women's Track	1st Lieutenant
Men and Women's Cross Country	1st Lieutenant
Women's Golf	1st Lieutenant

Cheerleading	1st Lieutenant
Men's Rifle	1st Lieutenant
Women's Rifle	1st Lieutenant

c. When a cadet is demoted, the cadet will immediately remove all rank from all uniforms. For graduating seniors, only those currently who hold valid rank at the time of graduation may wear the rank at the graduation ceremonies.

d. Corporals will be assigned to companies at the beginning of first semester and will serve on cadre. They will be involved in training and discipline but only while under the supervision of a member of the chain of command.

e. Cadet corporals will **not** be allowed unsupervised interaction with fourth class cadets under any circumstances, except clerks and armorers, who will perform administrative duties only.

### C. AUTHORITY.

1. Cadet leaders in positions of authority have the following general duties.

a. Discharge all responsibilities of the position to the best of their ability and enforce these regulations.

b. Set a good example for all cadets.

c. Account for the whereabouts of all cadets and/or equipment assigned to their organization.

d. Ensure that no discrimination on the basis of race, color, religion, national origin or gender occurs.

e. **Unit policies written or unwritten which are in variance with The Citadel Rules and Regulations are strictly prohibited.**

2. All cadets are authorized to give orders or make corrections on cadets junior to themselves. Only the authorized chain of command is allowed to give orders or make corrections to fourth class cadets.

3. It is common courtesy for cadets to avoid inserting themselves into the chain of command of a unit or activity to which they are not assigned. All cadets are expected to make an on-the-spot correction on a cadet who is observed violating regulations, orders, or expected standards, regardless of the unit to which either cadet is assigned. If these corrections are significant and require a performance report, they should be brought to the attention of the violator's chain of command.

4. Cadets in temporary positions of authority (e.g. guards and specified details) are authorized to issue orders in the discharge of their responsibilities to all cadets regardless of the seniority of the cadets involved.

### D. SENIORITY.

1. Within the organization of the Corps of Cadets, seniority is determined first by cadet rank and thereafter by alphabetical order among cadets of equal rank within each class. Cadet privates of each class are senior to all cadet privates in the classes junior to their own.

2. Regardless of cadet rank, Corps Squad team captains and cadets in charge of extracurricular activities are senior to cadets on their respective teams or activities for all actions pertinent to that team or activity.

3. On any school sanctioned trips, the senior ranking cadet present will assume the duties of cadet-in-charge (CIC) for that particular activity when a club leader or other duly appointed CIC is not present. The team captain will be in charge of athletic team trips.

## CHAPTER 3 - CADET LIFE

**A. GENERAL.** Each cadet must exhibit responsibility in a disciplined environment, which includes the ability to assimilate a set of rules and regulations that frames the cadet 24-hour day into a lifestyle that supports a close association with fellow cadets, sets priorities, manages available time, and develops leadership.

### **B. ACADEMIC MATTERS.**

1. The Citadel is a comprehensive college offering academic programs of recognized quality enhanced by the best features of a regimented lifestyle. The 24-hour schedule, Morning, Afternoon, and Evening Study Periods, Mandatory Class Attendance, Cadet Academic Chain of Command, Supplemental Study Period Program, Cadet Privilege System, etc. all work together to help each cadet achieve optimal academic success. The College also maintains learning support services such as the Writing Center, Counseling Center, Special Services Department, Math Lab and Computer Labs. In addition, cadets should seek the assistance from their advisors and course instructors.

2. Each cadet is assigned a faculty advisor, generally a faculty member in the student's major department. Each cadet should visit faculty advisors at any time a question or problem arises regarding an academic matter. However, each cadet is required to meet with their faculty advisor at least four times each academic year, to include pre-registration and registration periods each semester.

3. Each battalion staff and cadet company is assigned a member of the faculty or staff as the unit academic advisor whose role is to work with the cadet academic chain of command and the TAC officers to ensure that the atmosphere within the battalion/company is conducive to study during designated study periods and that cadets in their units of responsibility are seeking and being provided adequate academic support.

4. Within the cadet chain of command, cadet academic officers are responsible for monitoring the academic well-being of each cadet on his/her staffs or in his/her companies. These responsibilities include keeping themselves aware of any academic problem a cadet might be having and ensuring that these cadets are seeking and receiving appropriate academic support. Each cadet academic officer is also responsible for the cadet tutoring program within his/her unit.

5. See Chapter 3 of the White Book for detailed discussion of Academic Procedures.

6. A cadet's academic class, as determined by the Registrar, determines what class collar insignia and uniform class year strips a cadet is entitled to wear.

### **C. ALCOHOLIC BEVERAGES AND DRUGS.**

1. Alcoholic Beverages. Except as specifically authorized by the President, cadets will not drink alcoholic beverages on the campus {defined as 171 Moultrie Street, Johnson Hagood Stadium, The Citadel Beach House, the Lockwood Property, College/Riley Parks, and The Citadel Alumni Facility(ies) when in use by The Citadel or when The Citadel is participating in an event} or bring to or have in their possession such beverages on campus. Elsewhere, cadets will

not drink, possess, or traffic in alcoholic beverages in violation of law or in such a manner or under such conditions as to reflect discredit upon the College or Corps of Cadets. It is a violation of the state law in South Carolina for anyone over 21 to provide alcohol to a minor as well as anyone under 21 years of age to consume or possess alcoholic beverages. Cadets will abide by the law.

2. **Use of Alcohol and Related Conduct.** Any cadet who becomes unduly conspicuous by drinking alcoholic beverages or the commission of any act unbecoming to a cadet and/or one which would tend to bring discredit upon the institution or to the uniform shall be dismissed, suspended, or otherwise assessed punishment, according to the nature and degree of the offense and in accordance with the College Regulations and Chapter 7 of this Regulation. The use of alcohol shall not be a defense for any inappropriate behavior. All alcohol related offenses require the offender to attend substance abuse assessment. Punishments assigned for alcohol related offenses are not eligible for work, or amnesty. If a cadet is found to have committed an alcohol related offense, the cadet's parents will be notified in writing.

3. If for some reason cadets feel that they are unable to drive safely back to campus due to excessive alcohol consumption or some other form of duress, The Citadel offers a **SAFE-RIDE** program. Each cadet is issued a card at the beginning of the school year that can act as a payment voucher and legal tender with the *Yellow Cab Company* (ph 577-6565) and *Express Cab Company* (577-8816). By using the card the cadet consents that his or her Quartermaster account will be debited to the amount of the cab fare. In the case of loss or after the use of the initial card, cadets can get a new card from their respective battalion Adjutant.

4. **Drugs, Prohibited Activity.** **The Citadel has a policy of zero tolerance regarding the possession, solicitation, distribution, sale, or use of hallucinogenic, narcotic, or other controlled drugs or substances or of drug paraphernalia.**

a. The Citadel therefore prohibits all students at any time or place, whether on or off campus, from possessing or using any hallucinogenic, narcotic, or other controlled drug or substance or any paraphernalia as defined in South Carolina Code Ann. Sec. 44-53-110, unless authorized by a legal prescription for such substance or otherwise specifically permitted by law. Any cadet knowingly and willfully possessing or using any such substance or item in violation of this policy will be expelled from the college and not allowed to re-enter.

b. The Citadel has a drug testing program that gives the College the right to test members of the Corps of Cadets periodically for the presence of illegal drugs and other controlled substances. Agreeing to participate in this program is a condition of acceptance at The Citadel, and submitting to testing when required under this program is a condition for remaining as a cadet.

c. Drugs and substances which are prohibited by this policy include all of those controlled substances listed in the schedules in Sections 44-53-190, 44-53-210, 44-53-230, 44-53-250, and 44-53-270 of the Code of Laws of the State of South Carolina at the time of any violation, including but not limited to the following:

- (1) Anabolic steroids
- (2) Cannabis or marijuana
- (3) Cocaine, "crack cocaine," "crank," or "ice"

- (4) Hallucinogens
- (5) Narcotics
- (6) Depressants
- (7) Designer drugs (e.g. ecstasy, RGB)
- (8) Inhalants
- (9) LSD
- (10) Opiates or opiate derivatives
- (11) Amphetamines
- (12) Stimulants

d. Items constituting drug paraphernalia which are prohibited by this policy are those items described in South Carolina Code Ann. Sec. 44-53-110 as follows: “Drug Paraphernalia” means any instrument, device, article, or contrivance used, designed for use, or intended for use in ingesting, smoking, administering, or preparing marijuana, hashish, hashish oil, or cocaine and shall not include cigarette papers and tobacco pipes but shall include but not be limited to:

- (1) Metal, wooden, acrylic, glass, stone, plastic, or ceramic marijuana or hashish pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls
- (2) Water pipes designed for use or intended for use with marijuana, hashish, hashish oil, or cocaine
- (3) Carburetion tubes and devices
- (4) Smoking and carburetion masks
- (5) Roach clips
- (6) Separation gins designed for use or intended for use in cleaning marijuana
- (7) Cocaine spoons and vials
- (8) Chamber pipes
- (9) Carburetor pipes
- (10) Electric pipes
- (11) Air-driven pipes
- (12) Chilams
- (13) Bonges
- (14) Ice pipes or “chillers”

## 5 Drug Testing Policy.

a. The Citadel’s Drug Policy provides for urine analysis drug testing for members of the Corps of Cadets.

b. The Citadel conducts unannounced random tests periodically during the academic year. Cadets selected for random urinalysis testing are directed to report to a specified location at a specified time for the purpose of providing an observed urine specimen for testing. Each cadet is briefed on the process and remains at the designated location until an acceptable sample is provided for use by the testing laboratory.

c. In addition, the College directs members of the Corps of Cadets to be tested when reasonable suspicion of drug use exists. “Reasonable suspicion” is defined as the existence of circumstances, reports, information, or direct observation of such a nature as to create a reasonable belief of a violation of the Drug Policy



of The Citadel. The procedures for the conduct of drug dog searches is found in Chapter 5 Inspections, paragraph F, Searches.

d. Refusal to provide an observed specimen upon request in accordance with the provisions of this Policy is treated as the equivalent of a positive test and reported to the Commandant for appropriate disciplinary action in accordance with the Drug Policy of The Citadel.

#### **D. APPEARANCE.**

1. **Uniform Standards.** See Chapter 6, Cadet Uniform Policies.

2. **Haircut.** Haircuts will conform to the standards as outlined below. Cadets are required to have a neat and regulation haircut which is consistent in appearance with the military uniform and tradition at The Citadel. Only those hair devices specifically approved are allowed, and the hair will not have a greasy or oily appearance as a result of the use of hair products. The requirement for hair grooming standards is necessary to maintain uniformity within a military population. It is not possible to address every acceptable hairstyle, or what constitutes eccentric or conservative grooming. Therefore, it is the responsibility of leaders at all levels to exercise good judgment in the enforcement of this policy. Leaders will judge the appropriateness of a particular hairstyle by the appearance of headgear when worn. Cadets will wear headgear as described in Chapter 7 of the White Book. Headgear will fit snugly and comfortably, without distortion or excessive gaps. Hairstyles that do not allow cadets to wear the headgear properly are prohibited. Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. If cadets use dyes, tints, or bleaches, they must choose those that result in natural hair colors. Colors that detract from a professional military appearance are prohibited. Therefore, cadets should avoid using colors that result in an extreme appearance. Applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire engine) red, and fluorescent or neon colors. It is the responsibility of leaders to use good judgment in determining if applied colors are acceptable, based on the overall effect on cadets' appearance. Cadets who have a texture of hair that does not part naturally may cut a part into the hair. The part will be one straight line, not slanted or curved, and will fall in the area where the cadet would normally part the hair. Cadets will not cut designs into their hair or scalp. All cadets will comply with the hair, fingernail, and grooming policies while in any military uniform or while in civilian clothes on duty. NO cadet is permitted to cut his/her own hair or that of another cadet. Possession of barber equipment by cadets is forbidden.

##### **a. Male Cadets.**

(1) **Fourth Class Male Cadets.** Fourth-class cadet's hair will have a short "military basic training" style cut all around, with the cadet's hair not exceeding 1/4 of an inch. Hair will be neatly trimmed and tapered in the back so as to terminate above the *dress blouse* collar line. Heads will not be shaved bare of hair.

(2) **Upper Class Male Cadets.** Upper-class cadets hair will be no longer than 2 inches in length on top, neatly trimmed and tapered (not "blocked") in the back so as to terminate above the *dress blouse* collar line. Hair

will not bush out below the band of properly worn military headgear. Faddish haircuts are not authorized. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform or in civilian clothes on duty.

(3) Males will keep sideburns neatly trimmed. Sideburns may not be flared; the base of the sideburn will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.

(4) Males will keep their faces clean-shaven when in uniform or in civilian clothes on duty. If appropriate medical authority prescribes beard growth, the length required for medical treatment must be specified. For example, "The length of the beard will not exceed 1/4 inch". Cadets will keep the growth trimmed to the level specified by appropriate medical authority, but they are not authorized to shape the growth into goatees or any type of mustache.

b. **Female Cadets.**

(1) **Fourth Class Female Cadets.** Fourth-class cadet's hair will be maintained in a short style, with the top approximately 3 inches in length. The sides and back will be cut with a high taper, and the side/back taper no shorter than one inch at the shortest point. The taper will end above the *dress blouse* collar in the back, and at the natural hair line around the ears. High and tight haircuts short enough to reveal the scalp, "crew-cut" tops, or shaved top, side or back of the head are not authorized for female fourth-class cadets. The short, tapered style will be maintained for the entire fourth-class year. Hair will not be cut so short as to give a masculine appearance.

(2) **Upper Class Female Cadets.** Females will ensure that their hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. 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 4 below. Dreadlocks (unkempt, twisted, matted individual parts of hair) are prohibited in uniform or in civilian clothes on duty. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so no free-hanging hair is visible. This includes styles worn with the physical fitness uniform. 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:

a. Wearing the Cadet Physical Fitness Uniform inside the barracks (if outside the barracks, hair standards will conform to other stated standards herein).

b. While wearing a distinctive Corps Squad or Club Squad athletic uniform. The Cadet PT Uniform is not considered a distinctive athletic

uniform. Extensions, weaves, wigs, and hairpieces are not authorized unless prescribed by the Citadel Surgeon.

(3) Females will ensure that hairstyles do not interfere with proper wear of 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 collar.

(4) 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 is possible. Authorized devices include, but are not limited to, small, plain scrunchies (elastic hair bands covered with material), barrettes, combs, pins, clips, rubber bands, and hair bands. 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 butterflyed, flowers, sparkles, gems, or scalloped edges; and bows made from hairpieces.

(5) Cadets may not wear hairnets unless prescribed by the Citadel Surgeon.

## **E. APPLIANCES.**

Appliances and electrical devices are not authorized for cadets, other than those listed below.

1. **Televisions.** Academic first-class cadets are authorized to have one 27" (or less) television set with VCR/DVD player per room. Monitors for cadet computers will not exceed 27. TV antennas and antenna wires will not be placed so as to project from cadet rooms; either on window ledges or galleries. Window screens will not be altered or removed to facilitate use of an antenna. Satellite dishes are not authorized. Only first class cadets are authorized to view television during MSP, ASP, and ESP. TVs will not be on after 2300 hours, Sunday through Thursday. At no time are first class cadets authorized to allow under class cadets to view TV in their rooms when they are not present. Second and third class cadets may view TV in a first class cadet's room during periods of General Leave only with the first class cadet who lives in the room present. Non-academic use of DVD players, downloading movies, TV cards, Playstations and X-Boxes are a senior class privilege.

2. **Stereos.** Cadet rooms are limited to one small two-speaker stereo set. Both the stereo system and speakers must fit on either the desk or half press. Speakers must be no larger than 2 feet by 14 inches and are not allowed on the floor or the full press.

3. **Authorized Appliances.** Cadets are authorized one 12-cup automatic coffee/tea maker per room. Cadets may possess small, table-model radios, clocks, and clock radios. All electrical appliances used in cadet rooms must be properly grounded, in a safe operating condition, and turned off when the room is unoccupied.

4. **Unauthorized.** Other than items listed in paragraph 3. above, no other appliances are allowed. No portable heaters, cooking equipment or open flame

devices are allowed in cadet rooms to include candles, charcoal grills, electric heaters, kerosene heaters or propane devices. The following are specifically not allowed in cadet rooms due to the cumulative load demands:

- a. portable electric heaters
- b. microwave ovens
- c. refrigerators/portable electric coolers
- d. toaster ovens/“Foreman” type grills
- e. hot plates
- f. window/floor-type air conditioners
- g. blenders

Circulating fans will be limited to a size 20 inches in diameter, one per cadet. Cadets will not use window screens to support or stabilize circulating fans. Antennas for communication devices will not be placed outside of barracks room windows, and cadets will not tamper with window screens.

## **F. AUTOMOBILES.**

1. All vehicles brought on The Citadel campus for cadet use are registered with Public Safety by the principal operator. The principal operator will possess a valid operator’s license, current proof of insurance and registration. A temporary parking permit may be issued by Public Safety for cadet vehicles temporarily parked on campus. All vehicles must display a permanent decal or temporary parking permit or are considered in violation of the vehicle regulations. The cadet in whose name the vehicle is registered is responsible for any and all violations of regulations in which the vehicle may be involved. Cadets may not register a vehicle for another person or allow another cadet to use their parking space.

2. Cadet parking assignment is based on academic class standing and is established by class privilege precedents as determined by with the Regimental Provost Marshal and in coordination with Public Safety. Violation of the parking policy is an assumption of unearned privilege, major.

3. The maximum speed limit for automobiles on campus is 20 miles per hour unless otherwise posted. Seatbelt usage is required on campus.

4. The use of vehicles on campus by cadets is restricted. When authorized to leave campus, cadets may drive their vehicles from the assigned parking areas and exit the campus. Cadets will not drive in vehicles while wearing duty uniforms or PTs unless authorized by the Commandant.

5. Cadets of the first, second, and third classes are granted the privilege of operating duly registered vehicles and parking them in assigned parking areas on campus. Evidence of legal state registration will be required. Parking decals must be displayed on both front and rear windows of cadets’ vehicles in prescribed locations. Unsightly vehicles are not permitted on campus. Vehicles damaged to an extent so as to present a safety hazard and unsightly appearance are not permitted on campus. Offensive decals, stickers, or paintings including those that demean persons on the basis of their race, color, national origin, religion or gender is not authorized. Cadets are prohibited from operating two- or three-wheeled motor vehicles on campus or off campus in a Citadel uniform.

6. Cadets of the fourth class are not authorized to have, maintain, or drive

a vehicle within the area bounded by Spring Street on the South, Rutledge Avenue on the East, and St. Margaret Street on the North.

7. **Cadets** will not ride on the outside of a vehicle. Cadets who ride in the back of a pick-up truck must be seated on the floor of the truck. No one will ride on the lowered tailgate of a pick-up truck. The duty uniform will not be worn while riding in a vehicle or the back of a pick-up truck.

8. **Inspections.** Vehicles must have all the standard equipment (which includes two headlights, all fenders, front and rear bumpers, grill, four tires, and wheels) before being brought on campus or registered. All equipment on the vehicle must be in working order. Cadet vehicles are subject to inspection/search at any time when directed by the Commandant of Cadets.

9. **Parking.** Cadets will park vehicles as prescribed by the Director of Public Safety. Cadets will not park their vehicles overnight on city streets in the vicinity of The Citadel campus. Vehicles belonging to cadets found parked on campus without proper permission after the departure of the Corps may be towed from the campus and disposed of at the expense of the cadet owner, unless prior permission has been obtained in writing from the Public Safety Director to park the vehicle on campus.

10. **Violations.** The vehicle may be towed off campus at the owner's expense for the following violations:

a. Vehicle brought on campus that the owner or driver fails to register properly as defined above.

b. Vehicle parked in a fire lane.

c. Vehicle parked in such a way to block a driveway, Sallyport, block a service entrance, or to create a hazard to safety.

d. Vehicle parked in a reserved parking area without benefit of a permit.

e. Vehicles with four or more traffic or parking violations issued, cadets may lose on-campus parking privileges for up to one year for excessive parking violations.

11. **Sitting in Vehicles on Campus.** Cadets are prohibited from sitting in any vehicles on the campus except for the purpose of departing and returning to campus.

12. **Driving while intoxicated/Driving under the influence.** Cadets charged of a DWI/DUI lose on-campus parking privileges for the remainder of their time as a cadet and may be subject to expulsion.

13. **Boats and Trailers.** Storage of boats and trailers is only authorized at The Citadel Boating Center.

14. **Enforcement of Traffic Regulations.**

a. The operation of motor vehicles on Citadel property is a privilege granted by The Citadel Administration. The enforcement of parking and moving violations is administered by The Citadel Public Safety Department. The Citadel's Public Safety Officers write Citadel administrative citations for parking violations and South Carolina Uniform Traffic Summons for moving vehicle traffic violations. Criminal and Traffic cases will be heard and resolved by Charleston city or county magistrates.

b. Cadet offenders are subject to the Cadet Disciplinary System and

possible loss of vehicle privileges if any rules are violated.

### **G. BAGGAGE.**

1. **Storage.** A storage warehouse is provided in which trunks and suitcases of cadets are stored. Upon entering The Citadel or returning from furlough, the articles authorized and required are unpacked, and the trunks and luggage tagged for storage. During the school year each cadet may store in the Central Warehouse one footlocker, two suitcases or two duffel bags or a combination thereof not to exceed two articles, empty stereo and computer boxes. During summer furlough the following may be stored: two standard boxes (purchased at cadet store), one footlocker, two suitcases or two duffel bags or a combination thereof not to exceed two articles.

2. One piece of luggage necessary for weekend leaves or athletic trips is allowed in the barracks. This luggage is tagged with name and placed on top of the press.

3. Stored luggage may only be obtained from the property custodian on Mondays and Fridays from 1300 until 1600 hours.

**H. BICYCLES.** Bicycles are authorized to be maintained by cadets in the barracks. **Bicycles must be registered with Public Safety within 72 hours of being brought on campus.** Bicycles must be properly stored on the battalion bike rack and locked when not in operation. Bicycles are for recreation and PT use. They are not to be used to run errands, go to the snack bar, class, etc., or ridden inside barracks on the quad or galleries. Only The Citadel PT uniform is authorized for wear while riding a bicycle. **Helmets use while riding a bicycle is highly encouraged.** No headphones of any type may be worn while riding. All bicycles will be removed from the barracks on the last day of school or they will be turned over to Property Management for disposal.

**I. BILL OF RIGHTS.** This short document (a wallet size card issued to each cadet) clearly defines what cadets should expect from this institution. Cadets are members of a great and proud College whose success depends on the talents of each cadet being fairly developed and employed. On the reverse side of the card will be the phone numbers of the proper authorities to contact in cases where these rights may have been violated. If cadets have any questions about these rights, the cadets should speak to their chain-of-command. If the chain-of-command is unable to answer the cadets' questions, cadets should feel free to contact any of the people listed on the reverse side of the card.

#### **Front side**

You are a valued member of the Corps of Cadets. As such, you have the following rights: to be informed about rules and regulations that affect your training and daily life; to receive top-quality skill and military training; to work and live in an environment free from racial discrimination

#### **Reverse Side**

If you feel any of these rights have been violated, you may call:

Tactical Officer:

Asst. Commandant: 843-364-5527

Ombudsman: 953-7953/5096

(Cell) 437-9645/367-8340

or sexual harassment; to reject improper or immoral orders, suggestions, or requests from any Citadel instructor, staff, cadet, officer, NCO or civilian; and be treated fairly with dignity and respect. Report improper or immoral behavior to the proper authorities, either through the chain of command or other channels, without fear of reprisal.

Harassment Hotline: 953-6824  
1st Battalion TAC: 953-0506  
2nd Battalion TAC: 953-2101  
3rd Battalion TAC: 953-5245  
4th Battalion TAC: 953-1120  
RS Battalion TAC: 953-5369  
Coordinating Officer-in-Charge (COC): 434-2942 (Beeper)  
Sexual Assault: 953-5447

## J. CADET ACCOUNTABILITY.

1. **GENERAL.** The highly disciplined environment of The Citadel requires strict accountability of cadets at all times and is established through a system of authorized absences, formations, sign-in/sign-out requirements, and All-In checks/All-Right challenges. This system is cadet managed and is described in detail in this paragraph. The Cadet 24-Hour Schedule (see the White Book) provides the framework within which each Citadel cadet develops the personal discipline and sense of responsibility required of a Citadel cadet. Bugle calls for all cadet events provide an audio reminder of requirements. The absence of bugle calls for whatever reason does not relieve the cadet of the responsibility to be present at required events. **Breach of Barracks during the week is an unauthorized departure from the barracks after Retreat/ESP formation and before the barracks officially open the next day without properly signing in/out. On Friday and Saturday, Breach of Barracks is an unauthorized departure of the barracks after the end of General Leave and before the barracks officially opens the next day.**

### 2. AUTHORIZED ABSENCES.

a. General. Cadets are required to be present at all formations unless excused by proper authority. The proper authority to excuse cadets is the Office of the Commandant, as laid out in the White Book. Cadets may be excused from formations only by Special Orders, Special Leave, Training Schedule entries which require the cadet to be at an alternate location, or admission to a medical facility.

b. Training Schedule. Events which appear on the training schedule are mandatory and, if in conflict with the Cadet 24-Hour Schedule, take priority. The training schedule will be published each Wednesday for the following week's events and will be posted on all cadet bulletin boards and on The Citadel home page. Failure to read this schedule will not be accepted as an excuse for missing a required event.

c. Special Orders. Special Orders detail individuals or groups of cadets to participate during a specific timeframe in special activities. Failure to have specific knowledge of Special Order authorizations can be considered neglect of military duty major or minor depending on circumstances.

d. Special Leave. Special Leaves may be granted to individual cadets for special events when cadets will not be representing the college and for which General Leave, Overnight Leaves, Weekend Leaves, or Charleston Passes will not meet their needs. Cadets appearing in court or before a magistrate are required to be



in civilian clothes. Special Leave requests to appear in court require court papers/summon, or traffic notice to be submitted with request. Cadets requesting Special Leave for substance abuse counseling/classes or AA meetings must go through and be placed on Special Orders by the Counseling Center. **Medical Special Leaves are granted by the Infirmary.**

e. Medical. Cadets admitted as in-patients at a medical facility will be placed on Medical Leave by the Infirmary and are excused from cadet duties while in that status. Cadets reporting to the Infirmary or Training Room due to illness or injury should normally do so during published Sick Call times. Visits to medical facilities required due to serious illness or injury will be promptly reported to the Cadet Chain of Command. Failure to do so will result in the cadet being cited for failure to report.

f. Requirements for any extensions to any leave/absence must have the approval of the appropriate TAC Officer/OC or the Commandant's office. It is incumbent on the cadet to make this coordination, not the cadet chain of command. The cadet chain of command does not have the authority to approve extensions of cadet leaves or absences.

g. When departing campus for any reason (Corps Squad, Special Orders, Special Leave, Weekend, Overnight, etc.) and at any time, with exception of leaving on General Leave, cadets must sign in/out in their unit sign in/out book maintained in the Battalion Guard Room. Companies will not keep a separate sign in/sign out book in the company area.

h. After the ESP begins, cadets leaving the barracks must sign out/in to/from any on-campus location.

### 3. **CADET FORMATIONS.**

a. General. Cadet formations reflected on the 24-Hour Schedule or the Cadet Training Schedule are mandatory. Cadet commanders are responsible for reporting all unauthorized cadet absences from each formation. Detailed weekday Status Reports are required from each Cadet Company, Battalion Headquarters, and Regimental Headquarters. This report is submitted on CC Form 49 by each reporting headquarters to the Commandant's Department by 0900 hours each weekday. Unauthorized absences at all formations will be reported, using a standard white slip (CC Form 53). Commanders at each level are responsible for submitting the white slips.

b. Muster Formations. Cadets returning to campus following the Summer Furlough, Thanksgiving Leave, Christmas Furlough, and Spring Leave will be accounted for, using muster formation procedures. Muster formations will be conducted using a roll call of all cadets listed on a unit roster provided by the Commandant's Department specifically for the purpose of the muster. CC Form 49 will be prepared and submitted to the Commandant's Department following the muster formation. Cadets unaccounted for following a muster formation will be contacted within 24 hours by the First Sergeant to determine their status. Information obtained by this contact will then be used to update the information on the muster report.

### 4. **ALL-IN CHECK, ALL-RIGHT CHALLENGE/ANSWER.**

a. General. Another important part of the system of cadet account-



ability is the conduct of periodic accountability checks other than formations. Cadets are required to be in their rooms during All-In checks or properly signed out of the barracks. These checks are called All-In checks and are described below.

b. Schedule for All-Ins. All-Ins will be conducted of each cadet organization as follows:

(1) Conduct All-Ins within 10 minutes of the end of each period of General Leave unless the period of General Leave ends with a formation.

(2) Conduct accountability at Retreat/ESP All-In.

(3) Conduct All-Ins Sunday-Thursday nights, beginning not earlier than 2300. All-Ins will be submitted to respective guard rooms no later than 2330.

(4) Conduct All-Ins at the direction of any Cadet Unit Commander, the Commandant, Assistant Commandant, Tactical Officer, or Officer in Charge.

c. The All-In Challenge. Cadet-conducted All-Ins will only be conducted by a Cadet Senior or Junior rank holder. The persons conducting the All-In checks will check each room occupied by cadets from their unit. Rooms housing cadets from different units will thus receive two All-In checks. The persons conducting the check will issue the verbal challenge of "All-In" to each room occupied by cadets in their unit.

d. The All-In Reply. The reply to the challenge of "All-In" will be one of the following:

(1) "All-In," meaning that all the occupants of the room are present.

(2) "Not All-In," meaning that one or more of the occupants are unaccounted for. The person conducting the check will obtain the names of the unaccounted for cadets.

(3) "All-Right," meaning that not all the room occupants are present but that the absences are authorized.

e. The All-Right Challenge. Individuals in positions of authority may use the challenge "All-Right" as a means to determine if the activity of the challenged cadets is authorized. For example, a cadet departing Lesesne Gate at 1030 hours would be challenged by the guard "All-Right," because the departure is at a time not normally authorized for cadets to depart campus.

f. The All-Right Reply. When challenged by "All-Right," the challenged cadet should answer either "All-Right" or "Not All-Right," depending on whether the activity is authorized or not.

5. **SIGN-IN/SIGN-OUT.** Refer to paragraph J.2 for detailed instructions. Cadets not accounted for during All-In Checks and not properly signed out to an authorized activity or location will be cited for Absent All-Ins.

a. Sign out (**Out only**). Examples of this are when a cadet departs on an authorized leave/pass and is authorized to return at a date/time after the 2300 All-In. It also occurs anytime a cadet leaves campus on other than General Leave.

b. Sign in (**In only**). This occurs when a cadet who signed out on a previous date returns, or a cadet who was properly authorized to miss the Retreat/

ESP Formation, returns to the barracks.

6. **MISCELLANEOUS.** All campus areas other than approved study areas are off-limits during ESP. Specifically, cadets will not be permitted to use recreational or laundry facilities during ESP.

**K. CADET CANTEEN (SNACK BAR) DEAS HALL AND LOUNGES IN MARK CLARK HALL.** The Canteen at The Citadel and Deas Hall is operated for the benefit of all members of the Corps of Cadets. They will be operated at prescribed hours, and cadets visiting the Canteen will be in proper uniform at all times. Fourth class cadets have unimpeded use of the fourth class section of the Munnerlyn Snack Bar. Hours for the fourth class section are 0800-1200 hrs and 1300-1800 hrs on weekdays. Fourth class can use the regular snack bar during the weekends. **Athletic clothes are prohibited in the Canteen and Mark Clark Hall.** Fourth class cadets will also have unimpeded use of the facility in Deas Hall. Cadets will not utilize the Canteen during mandatory meal hours unless authorized by Commandant's Department. There are various lounges available for use in Mark Clark Hall. The Fourth class will be allowed unimpeded use of the fourth class Lounge, room 220, in Mark Clark Hall.

**L. CHALLENGES.** Cadets shall not challenge or in any way threaten or attempt to call to personal account other cadets or officials of the College for any action in the execution of their office or assigned duty.

**M. CONDUCTING BUSINESS WITH COLLEGE OFFICES.**

1. Cadets will conduct business with College offices only during normal business hours.

2. When asked to report to or telephone a College official, cadets will do so at the first available opportunity, but shall not miss any military duty, class, or lab to do so.

3. The Coordinating Officer in Charge (COC) is the Commandant's representative after normal business hours. Only business which cannot be anticipated and conducted during normal business hours will be referred to the COC. The COC will seek concurrence from the TAC officer when appropriate.

4. Cadets reporting to the President will wear the seasonal Full Dress uniform unless otherwise directed.

5. Each cadet has an established e-mail account. Cadets will log on to their e-mail account twice daily to check for messages of an official nature.

**N. CONTRABAND.** Contraband is defined as anything prohibited by regulation or law from being imported, exported, or maintained. No cadet may import or maintain on campus at any time any of the following articles: alcoholic beverages (to include empty alcohol containers), explosives (firecrackers and fireworks), ammunition, firearms and weapons (if not an item of issue), electrical cooking devices, articles for sale to other cadets, unserviceable articles of uniform or clothing, unauthorized drugs or narcotics, pets, ham radio equipment, sun lamps, folding chairs, pornography of any kind (including computer generated), false ID cards,

or enamel black heel and sole dressing.

**O. CUSTODIAL SERVICE.** Duties of barracks custodial personnel are as prescribed by the Director of the Physical Plant. Cadets are not authorized to instruct custodial personnel. Custodial personnel are expressly forbidden to enter cadet rooms, except as directed, and cadets shall not attempt to obtain personal room services from custodial personnel.

**P. COMPUTERS.**

1. **Policy.** Computer users will not intentionally disrupt the normal operation of College computer systems. All users must respect the confidentiality of College records and the privacy of other users by not trying to access computer accounts, data files, or mail messages which they are not authorized to use. Users may not use unlicensed software on College or personally owned computers and must not copy or distribute software for unlicensed use. **All use of the Citadel Network, whether through on campus or off campus computers, will be treated as on-campus conduct subject to punishment pursuant to this Blue Book.** Inappropriate language or pictures, including sexual harassment or other inappropriate behavior, is subject to punishment. Individual cadets are responsible to safeguard the integrity of their computer systems from their inappropriate use by others.

2. **Rules.**

- a. Do not remove College-owned equipment or furniture out of the room to which it is assigned without proper authority.
- b. Do not damage or abuse computer equipment.
- c. Do not disrupt computer or computer network operations or interfere with the work of other users.
- d. Do not transfer a computer virus or worm to any computer or computer network.
- e. Do not delete or corrupt operating systems or applications software installed on any College computer.
- f. Do not participate in on-line subversive, pornographic, extremist, or sexual harassment computer activities.
- g. Do not intentionally provide computer access to unauthorized people (by loaning your account to another person, disclosing someone else's password to a third party, etc.);
- h. Do not disrupt access to a computer system, network, or files (by crashing a public system, releasing viruses, altering or attempting to learn others passwords, typing up computer resources, printers or operating systems, using University computer systems for illegal activities, etc.);
- i. Do not access or change others' files without permission;
- j. Do not purposefully waste resources.

**Q. DELIVERIES TO THE BARRACKS.** Delivery of food to the barracks is prohibited except during periods of General Leave. Violation constitutes avoiding strict compliance.

**R. EMPLOYMENT.** Cadets will not accept off-campus employment during the school year. Cadets may be employed on campus by The Citadel but must receive written permission from the Commandant and the Director of Human Resources. No cadet will work in excess of 30 hours per week without the written approval of the Commandant and the Director of Human Resources. All cadets must be on approved special orders authorizing specific work.

**S. FIRE.**

**1. Fire Prevention.**

a. All cadets are responsible for fire prevention and observance of safety practices.

b. The Regimental Commander publishes a fire plan and ensures that the battalions/companies have supporting plans.

c. The Regimental Provost Marshal is designated the Regimental Fire Marshal. Battalion PMs serve as Battalion Fire Marshals.

d. Each Company Commander appoints a Unit Fire Marshal, whose name is posted as a permanent item on the bulletin board. The Unit Fire Marshal is responsible for inspection of the tags on the fire extinguishers on a monthly basis, and report empty extinguishers to the Battalion TAC.

e. Cadet Commanders and Fire Marshals will ensure that safety requirements associated with appliances and open flame devices in paragraph E. are strictly adhered to.

f. The night OCs will maintain the Fire Watch from 2300 hrs. to 0600 hrs. in cadet living areas.

**2. Fire in Barracks.**

a. All cadets must familiarize themselves with the fire evacuation plan posted on the bulletin board.

b. In case of fire, cadets shout the alarm of "Fire, Fire, Fire!" Any cadet hearing such a warning immediately notifies a member of the Guard, who takes actions to comply with published procedures.

c. After sounding the alarm, cadets will attempt to extinguish the fire, if within their capability, until assistance arrives. Should the fire be beyond their control, they will evacuate the barracks while continuing to sound the alarm. Fire extinguishers are located in each large alcove room.

**3. Fire in College Building Other Than Barracks.**

a. Cadets sound the alarm as in the barracks and take action to comply with instructions posted in those buildings.

b. All cadets are responsible for knowing and complying with the instructions published by the College as well as those posted on bulletin boards concerning fires.

**T. FIREARMS AND OTHER WEAPONS**

1. **FIREARMS** - South Carolina Law (Code 16-23-420) states: "It is unlawful for a person to carry onto any premises or property owned, operated or controlled by a private or public school, college, university, technical college, other

post-secondary institution or any publicly-owned building a firearm of any kind, without the express permission of the authorities in charge of the premises or property. A person who violates the provisions of this section is guilty of a felony, and upon conviction, must be fined not more than five thousand dollars or imprisoned not more than five years, or both.” Cadets, after obtaining written permission of the Commandant, may store privately owned firearms and ammunition suitable for target shooting or hunting on campus subject to the following:

- a. All firearms will be registered with the College Armorer and stored in the Commandant’s Supply.
- b. Ammunition is stored in the ammunition bunker under the supervision of the College Armorer.
- c. Cadets may temporarily store firearms and ammunition in Public Safety during times that the other facilities are closed.
- d. No firearms are fired on campus except at designated approved ranges under the direction of proper authority.
- e. At no time may personal firearms be taken into cadet rooms or any building on campus other than Public Safety for authorized purposes.

2. **OTHER WEAPONS** - Includes, but not limited to: air compression projectile devices, high voltage electrical devices (e.g. tasers or stun guns), rods/staffs regardless of flexibility, and edged knives or blade style implements. These “Other Weapons” are not to be taken into cadet rooms or any building on campus.

**U. FOOD IN BARRACKS.** Cadets may not maintain stocks of food in their rooms. Food permitted in rooms is limited to small amounts intended for immediate consumption (within 24 hours of receipt). No cadet may cook or prepare food in the barracks and may not maintain utensils or appliances intended for the preparation of food. Refer to paragraph Q, “Deliveries to the Barracks,” for further restrictions.

**V. FOOTBALL GAMES.**

1. All cadets will march to the stadium for football games.
2. Public Safety will enforce a zero tolerance policy of cadet drinking on state property to include football parking areas.
3. There will be no general leave between SMI and home football games that start in the afternoon. Proficient seniors will be allowed to tailgate at Johnson Hagood stadium during this period. However, they are not authorized to consume alcoholic beverages while at the tailgate.
4. Good order and discipline during march-over and in the barracks will be emphasized.

**W. FURLOUGH, LEAVES AND PASSES**

1. **FURLOUGHS.** The Regiment (SCCC) becomes operational in phases during late July and early August as selected cadets report for Cadre. These phases continue until the entire regiment is formed in late August. On-

campus disciplinary regulations become effective for each cadet at the official reporting time for that cadet. *Furloughs are periods when the entire Regiment “stands down” and leaves campus. Normally, there are four furlough periods as follows: Thanksgiving Break; Winter Break (between Fall & Spring semesters); Spring Break (during Spring semester); and Summer Break (from SCCC graduation until the Regiment begins to form again in late summer).* Other furlough periods may be designated by the Governor, Board of Visitors or the President. During periods of furlough, the cadet disciplinary system may apply if the conduct meets the criteria established in Section V, paragraph 4, of the college regulations for the application of Citadel jurisdiction for an off-campus offense.

Furloughs are announced prior to the start of each school year and special instructions concerning Furloughs are announced in memoranda published by the Commandant’s Department. Early departures (this includes the end of the second semester) or late returns are not permitted. Should an emergency occur or an unexpected obligation arise that cannot be rescheduled, the cadet may request permission for early departure or late return through the Emergency/Special Leave process. Procedures are specified in each furlough memorandum. Airline tickets must not be purchased before having an approved special leave. Cadets will not intentionally schedule jobs, job interviews, doctor appointments, etc., to take place before furloughs begin or after they end. If an emergency arises, cadets will communicate with the Commandant’s Department during duty hours, or the appropriate OC after normal duty hours, as well as their cadet commander or his/her representative. See paragraph J.2. “Authorized Absences” for details. **Cadets that are authorized to depart in civilian clothes for furlough will not put these on until immediately prior to departure. All buildings on campus, except barracks, are off limits to cadets in departure civilian clothes. Cadets in PTs or similar attire do not meet the standard of civilian clothes. Cadets may not leave for furlough wearing any part of The Citadel PT uniform, (except athletic shoes). All cadets are expected to bring credit upon the Corps of Cadets when departing for furlough. Respective company and battalion TACs and the cadet chain of command are responsible for insuring cadets depart in the appropriate attire.**

## 2. LEAVES.

a. Leaves are defined as authorized periods of time in which a cadet or selected group(s) of cadets, but not the entire Regiment, are authorized to be away from campus. Leave is a privilege extended to members of the Corps of Cadets who have met the required standards of proficiency in academics, conduct, and physical condition. Cadets not meeting the standard are not authorized leave except for General Leave. Standards of proficiency which may apply are as follows.

(1) Academically Proficient: A cadet who is not on academic probation.

(2) Conduct Proficient: The cadet must not be on Excessive Demerit List and must have no unserved punishments.

(3) Physical Condition Proficient: The cadet must have passed the most recent monthly Physical Fitness Test and meet prescribed height/weight

or body fat standards established by the College.

b. The following general rules govern the taking of leave:

(1) Scheduled and assigned duties take precedence over all leaves except emergency leave.

(2) Cadets on weekend or overnight leave will not spend the nights/weekend on campus unless their parents reside on campus or they are invited by a member of the faculty or staff residing on campus. Cadets who return to the barracks after the end of general leave will be charged an overnight or weekend, and will be required to attend scheduled mandatory cadet formations the next morning.

(3) Cadets on overnight or weekend leave may not wear civilian clothes or Blazer uniform to cadet activities or athletic events.

(4) Cadets departing for more than three days are required to turn in their rifles to the Arms Room.

(5) Leave requests from cadets in the Infirmary are submitted through The Citadel Surgeon to the Assistant Commandant for Administration.

(6) Cadets serving punishments are required to sign restriction sheets and are not eligible for General, Weekend, or Overnight Leaves until all punishments are served.

(7) Cadets whose names appear on the Excessive Demerit List are not eligible for General, Weekend, or Overnight Leaves until all punishments are served. After all punishments are served, they are eligible for General Leave; however, they are not eligible for Weekend or Overnight Leaves until their names are removed from the Conduct Deficient List.

(8) Cadets who are academically not eligible for privileges are not eligible for Weekend or Overnight Leaves until they meet academic requirements.

(9) Cadets whose names appear on the Physical Condition Deficient List are not eligible for Weekend or Overnight Leaves until they have been removed from the Physical Condition Deficient List.

(10) Deficient cadets who incur an obligation that cannot be rescheduled should request a Special Leave.

(11) Cadets appearing in court or before a magistrate are required to be civilian clothes.

(12) All leaves and passes approved in advance of the departure time, are null and void if the requesting Cadet's eligibility changes after final approval due to becoming academically, physically, or conduct deficient. The requesting cadet must submit a new request that reflects his/her current eligibility status.

### 3. GENERAL LEAVES.

a. Periods of General Leave are as follows:

<u>CLASS</u>	<u>WEDNESDAY</u>
1st, 2nd, 3rd	After last scheduled activity/duty - no earlier than after last scheduled activity until ESP accountability Formation.

<u>CLASS</u>	<u>FRIDAY AND SATURDAY</u>
1st, 2nd, 3rd	After last scheduled activity until 0100 hours
4th	After last scheduled activity until 2400 hours
<u>CLASS</u>	<u>SUNDAY</u>
1st, 2nd, 3rd	0700-1950
4th	0700-1950

b. Supervised special and additional training/inspections may be directed during the first two hours of General Leave except on Sunday. In order for this training to take place, a written training plan must be submitted and approved by the BN/CO TAC NLT Wednesday prior to training. Other than for this specified period, cadets may not be required to use General Leave for extra drill, PT, or other cadet details such as sign painting.

4. **Passes** - Passes permit eligible cadets periods of leave from The Citadel campus during times other than leave or furlough. There are three types of passes which a cadet may be eligible for; a Performance Pass, a Charleston Pass, or a Special Allocation Pass (e.g. business pass). Cadets must be academic, conduct and physically proficient to be eligible for a pass. For more in-depth information on leave and passes refer to Chapter 8 of the White Book.

**X. GALLERIES, QUADRANGLES, AND SALLYPORTS.**

1. Cadets must enter and leave the barracks only by authorized sallyports.
2. Cadets must be properly dressed on the galleries, the quadrangles, and in the sallyports at all times.
3. Loud or disorderly conduct is prohibited.
4. Trash may not be discarded on the galleries, the quadrangles, or sallyports.
5. All games and recreational activities are prohibited in these areas.
6. There will be **no running** on the galleries, stairs or quadrangle.

**Y. GAMBLING.** Cadets are forbidden to gamble on campus.

**Z. GUARD DUTY.**

1. **GENERAL.** The Cadet Regimental Interior Guard is detailed by cadet commanders to protect property and enforce specific military regulations. The Regimental Commander is responsible to the Commandant for the overall operation of the cadet guard. Commanders of the units furnishing personnel for guard duty are responsible for the interior guard of the regiment. When in duty uniform/summer leave cadet guards will wear name tags. Cadets on guard will keep their room in appropriate MRI order. Only those cadets that were up performing guard duties after 2400 hours are authorized to be in bed during the morning study period the next day.

2. **MISSION OF THE GUARD.** A cadet guard shall be maintained at the barracks at all times when the Corps of Cadets is present. The mission of the guard is to provide security, maintain communication, carry on routine administration,



enforce regulations, report violations, and carry out all orders of duly constituted authority. United States Army regulations regarding interior guard duty, as modified by the Commandant, shall govern. See Regimental Guard Orders in Gold Book for details.

**AA. HAZING. Hazing is prohibited. Hazing is a violation of South Carolina Law and Citadel Regulations and is punishable by expulsion from The Citadel.**

1. Hazing is defined as a 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 cadets in the Fourth Class System or Cadet Regulations.

2. It is the duty of every Cadet to take positive and immediate action to end hazing. This could take the form of direct intervention or reporting it to the Company Commander, XO, or Human Affairs Officer. Other avenues that exist are the Battalion Staff, the Guard Team, a TAC officer, or the OC.

**BB. HITCHHIKING.** Cadets may not hitchhike while in a Citadel uniform.

**CC. LATE.**

1. A cadet is late to formation when the cadet is not in the proper place at the time prescribed for assembly, i.e., last note of "Assembly" if Bugle Call is used.

2. A cadet is late returning from leave if outside the sallyport of the barracks before the time of expiration of leave. The guardroom clock is the official time.

**DD. LAUNDRY SERVICE.**

1. Laundry is picked up once a week and delivered back to the barracks according to the published schedule.

2. Soiled laundry must be properly bagged with two completed laundry lists and placed in the east sallyport prior to 0715 on the day designated for pick-up.

3. Cleaned laundry is delivered to the east sallyport of each barracks prior to 1700 on designated days. Cadets remove this laundry prior to Evening Study Period and properly fold and display it before MRI (SMI) the following day.

4. A cadet who is unable to send laundry on the prescribed day for a legitimate reason (leaves, infirmary, etc.) may take laundry the next day. A cadet who sends laundry on a day other than scheduled must report to the laundry for instructions.

**EE. LIGHTS.**

1. All lights must be turned off when occupants leave the room. Sink,

table, and overhead lights are turned off when not needed.

2. Quadrangle lights (OG responsible) and latrine lights (Company Commander responsible) in the old barracks are turned on at dark and turned off at reveille.

3. All cadet room lights will be out by Taps unless they have an approved late lights pass from their Academic Officer displayed on their door. All Cadet Commanders, Cadet Sergeants Major and Cadet First Sergeants are exempt from the lights out policy.

4. Effective with the Reading Day prior to final examinations and continuing through the examination period, cadets of all classes are authorized unlimited late lights to study for examinations.

**FF. LOST AND FOUND.** Any cadet who has lost an article will report the loss through the Chain of Command, who will notify the Battalion and Regimental Provost Marshal (if available). The Battalion and/or Regimental Provost Marshals will report the loss to Public Safety and the Battalion TAC/OC. If not available, notify the Officer in Charge, who will notify Public Safety.

#### **GG. MAINTENANCE AND REPAIRS.**

1. The electrical wiring in rooms and on galleries or elsewhere must not be altered or tampered with by cadets. Electric attachments and light bulbs of higher power than those issued by the custodian must not be used. The sixty-watt bulb is the highest wattage authorized for shaving lamps.

2. Only Physical Plant personnel may make electrical repairs in the barracks. The OG may call the Physical Plant at 953-5093 during normal duty hours to request maintenance and repair work. Only emergency requests will be handled after normal duty hours (0800-1630 hours). After normal duty hours, emergency requests will be made to a representative of the Boiler Plant staff at 953-6857. If for some reason this individual is servicing a requirement and cannot be reached, contact the Public Safety Office at 811 to report the emergency.

3. Cadets report inoperable light bulbs in their rooms (medicine cabinet or desk) through the OS&D system or through the Company Supply Sergeant. Zone Maintenance will replace bulbs.

4. Failure of heat or water systems and other barracks repairs of any urgent nature must be reported immediately to the Battalion TACs (Building Custodians) during normal duty hours and to the Coordinating Officer in Charge after duty hours.

5. Barracks maintenance and repairs will not be undertaken by cadets except when part of a "self-help" program approved by the Commandant and the Vice President for Facilities and Engineering.

6. Door and window screens will not be tampered with or used to hang clothing or other items.

7. Cadets will be held accountable for damaged property other than normal wear and tear.

**HH. MARRIAGE AND CHILD CUSTODY.** Cadet life is stressful, physically

demanding, and requires the full-time commitment of all cadets. Consequently, cadets, male and female, are not permitted to be married, nor are they permitted to have custody or childcare responsibilities for a child. A cadet who is married while enrolled at The Citadel must resign from the Corps of Cadets.

## **II. MEDICAL SERVICES.**

### **1. General**

a. General medical services (inpatient and outpatient) are available at The Citadel Infirmary and athletic rehabilitation & support services are available at the Sports Medicine Facility (Seignious Hall) for all cadets. Charges for services of college physicians, nurse practitioner, athletic trainers and nurses are included in the yearly Infirmary Fee. Additional charges for medications, lab work, X-rays, EKGs, etc., will be billed to the cadet's Quartermaster Account. In the event of an emergency, the cadet will be stabilized and transported to a local medical center emergency department for evaluation and treatment. Cadets may also be referred to local specialists for services not available at the Infirmary (surgery, cardiology, etc.). The cadet is required to have supplemental family or student-health insurance to cover off-campus medical charges.

b. Except in the case of an emergency occurring while on leave or furlough, a cadet may not arrange for or receive treatment from physicians or other medical providers without the knowledge of the Citadel Surgeon or his Infirmary representative.

c. Cadets receiving medical care from a private physician or other healthcare provider must submit documentation to the Infirmary concerning the illness/injury, treatment, medication, and required follow-up visits as soon as possible.

d. Cadets admitted to the Infirmary (in-patients) must be on Class Status in order to leave the Infirmary for class attendance, barracks visits, library visits, etc. They will report their departures & returns to the nurse and sign out/in on the Infirmary clipboard. Inpatients on Class Status may wear the PT uniform when on campus away from the Infirmary. Cadets will return to the Infirmary for all meals, required vital signs and medications. They will not leave campus except for approved off-campus appointments or medical leave.

e. Sick and injured cadets admitted to the Infirmary for in-patient care are generally not eligible for weekend or general leave. In special cases, the Citadel Surgeon can grant convalescent leave following an illness or injury with the concurrence of the Assistant Commandant.

f. No one is permitted to release any medical information concerning a cadet (nature of illness/injury, time of occurrence, treatment, etc.) without first securing permission from the cadet in writing.

### **2. Emergency Situations.**

a. Serious injury or illness. Immediately call Public Safety at 811 and tell the dispatcher the cadet's location, the details (if known), and his/her condition. Do not call the Infirmary; this will only delay the Emergency Medical System (EMS) response. The Dispatcher will notify the Infirmary and other staff personnel after alerting EMS for transport to a local hospital Emergency Department.

b. NEVER MOVE AN UNCONSCIOUS CADET! Unconsciousness may be due to a head/neck injury (unstable fracture), drug or alcohol ingestion, or another life-threatening medical condition requiring immediate evaluation and treatment in a hospital Emergency Department. Do not waste time attempting to carry the cadet to the Infirmary...call Public Safety to arrange immediate EMS transport.

c. Physical injuries (sprains, fractures, dislocations) and heat illnesses (cramps, exhaustion) during the duty day (0800-1800); call the Sports Medicine Department at 3-6867 for an immediate evaluation. They will make the appropriate disposition, including transporting a cadet to the Infirmary or calling EMS. Between 1800 and 0800, bring the cadet to the Infirmary for disposition.

d. Cadets who return to the barracks intoxicated or incapacitated will immediately be identified to the guard, TAC Officer, or OC and will be taken to the Infirmary for further evaluation.

### 3. Sick Call

a. Cadets may report to the Infirmary for Sick Call at 0630 and 1230 on weekdays and 0730 on weekends. On PT days, cadets will muster with their units first, then report to the South entrance of Coward Hall. The JOD will make a Sick Call roster at 0625, and then march the cadets to the Infirmary. Cadets already on XPT status do not need to report to the Infirmary.

b. Cadets with urgent or emergent conditions will be seen immediately. Between 2300 and 0630, cadets requiring medical treatment must have a member of the guard notify the nurse on duty. The JOD or COC will be notified when the cadet has departed the barracks.

c. Upon arrival at the Infirmary, cadets must sign in on the computer in the Waiting Room. Cadets will remain in the Waiting Room until called by the nurse, who will pull their medical records and direct them to the appropriate exam/treatment areas.

d. Cadets with 0800 classes, quizzes, etc., must tell the nurse upon check-in so they can be seen in time for class (following cadets with emergencies).

e. Cadets will report back to the Infirmary for follow-up care, if annotated on their Infirmary slip.

f. Cadets returned to "duty status" are to report for formations/military duties or class immediately after release from the Infirmary, regardless of the amount time remaining for that duty. Cadets who must pick up equipment/books in their rooms before duty or class are allowed twenty minutes (maximum) for this purpose from time of Infirmary sign-out.

g. Upon arrival for duty or class, cadets will present a copy of their Infirmary Slip to a member of the Chain-of-Command or to the Instructor, who must annotate the time of arrival and sign the slip. This copy of the Infirmary Slip will be presented to the Company Clerk upon return to the Company area. Cadets must carry a copy of the Infirmary Slip with them as proof of other-than-duty status (XMD, XPT, etc.), as appropriate (see section 4, below).

h. Cadets are subject to the orders of physicians, nurses and trainers at all times when in the Infirmary or Sports Medicine Facility. Patients and visiting

cadets will obey all Infirmary regulations (posted in the Nurses' Station and on patient wards).

I. Cadets considering themselves too ill to go to class must report to the Infirmary for evaluation and treatment. Transportation and necessary assistance will be arranged for cadets unable to walk to the Infirmary. Cadets who have not reported to the Infirmary and signed in will not be excused from duty. The Infirmary staff cannot provide Infirmary Slips (duty excuses) after the fact.

#### 4. Dispositions “Other-Than-Duty”.

a. XMD (excused military duty). Excused from performing all military duty and marching in ranks for a designated period, generally not more than 21 days. XMD includes XPT and XPE, but NOT X-Uniform. The cadet must meet all company formations in uniform (unless placed on X-Uniform status also). After the First Sergeant receives the absentee report, XMD cadets will fall out and proceed to the company destination (not the infirmary) at their own pace.

b. XPT (excused physical training, only) or XPE (excused physical exercise, only). Not required to perform physical training but must be present, in uniform, to observe instruction. If a cadet has been assigned punishment tours, he/she will serve confinements in lieu of tours (two confinements per tour).

c. XR (excused rifle) or XI (excused band instrument). Excused from carrying a rifle or musical instrument during the designated period. Cadets must march with their units for all activities other than parades or formal ceremonies. If assigned tours, they will walk tours without a rifle.

d. X-Push-ups, X-Pull-ups, X-Sit-ups and/or X-Run. Excused from performing push-ups, pull-ups, sit-ups, and/or running & fast walking (including stair climbing) during the designated period.

e. X-Brace. Not required to come to a brace during the designated period.

f. X-Uniform. Excused from wearing the duty uniform during the designated period. Must wear PT uniform with appropriate outer garments for environmental conditions. XMD and other non-duty status designations DO NOT automatically confer X-Uniform status.

g. X-Cover. Not to wear any type of hat during the designated period.

h. X-Haircut. No haircut during designated period.

i. X-Shave. Excused from shaving with bladed or standard electric razor during designated period. Must keep beard neatly trimmed with electric clippers to a uniform length no longer than 1/4 inch.

j. X-SitCon. Will not sit Confinements or receive credit for them.

k. Soft Shoe. May wear sports shoes in all uniforms.

l. “R” (restricted) designation added to any of the above restricts the cadet to campus. Except as noted above, cadets in restricted status are subject to all cadet rules and regulations. Typically restriction to campus for the weekend will accompany any excused disposition (XMD, XPT, etc.) initiated on a Friday.

#### 5. Medical and Dental Appointments

a. Appointments for routine dental work, eye examinations, non-emergency surgical procedures, etc. should be scheduled during Summer, Christmas,

or Spring furlough periods whenever possible.

b. In emergency situations, cadets will be transported to specialists and/or medical facilities in the Charleston area to address medical/dental needs beyond Infirmary capabilities.

c. **Medical Leave.** Medical leave can be granted for medical treatment more than 50 miles away or requiring an overnight stay. Application for medical leave must be submitted along with a written note from the private physician's/healthcare provider's office at least five working days before an off-campus medical appointment. The Citadel Surgeon will evaluate the request, then forward it to the Assistant Commandant for approval/disapproval. Once approved, the cadet will enter the information into the Special Orders computer system, print a copy of the approved order, and present it to the Company Clerk or designated member of the Chain of Command.

d. If the services of a local dentist or medical specialist are needed, cadets may make their own appointments or ask the Infirmary Staff for assistance. For appointments made by other-than-Infirmary staff personnel, a written note from the dentist's or physician's office must be received at the Infirmary at least 24 hours before a local appointment (within 50 miles of campus and not overnight). The Infirmary Staff will then issue a medical pass.

e. Except in extraordinary situations, off-campus appointments are NOT to be scheduled during classes, drills, parades, or official ceremonies. Friday afternoon appointments (after 1200) will NOT be approved as a general rule. Exceptions may be granted by the Citadel Surgeon in rare cases.

f. Transportation will be provided to fourth class cadets for off-campus medical appointments and to pick up medications not available in the Infirmary Pharmacy. Cadets requiring transportation are asked to schedule medical appointments early enough that the Citadel Courier can get them back to campus by 1600 (weekdays).

g. On the day of an appointment, the cadet will report to the Infirmary, sign in on the Infirmary computer, and pick up a Medical Pass at least one half hour before leaving for the appointment. Cadets will insure the doctor documents diagnosis, treatment, duty restrictions, and medications (if any) on the Pass before returning to the Infirmary. The cadet will then return to the Infirmary to be signed in and to receive an Infirmary Slip.

h. If a follow-up appointment is scheduled during a local doctor's visit, the cadet must present the appointment slip to the Infirmary nurse so he/she can generate a Medical Pass for the next appointment.

## **6. Prescription Medications.**

a. Cadets taking medicines prescribed by a private physician must report this information to the Infirmary for inclusion in the cadet's medical record. The Citadel Surgeon will determine which medications must be administered at the Infirmary (narcotics, IV/IM meds, etc.) and which may be secured in the cadet's lock-box for self administration.

b. Prescription drugs should be kept in the original bottle and will not to be shared with anyone else. See Chapter 3, section C. 4. (a) for additional information on controlled substances.

## **7. Temporary Disability Status (TDS).**

a. A cadet is placed on TDS when a medical condition requires that he/she be excused from military duties or physical training over an extended period of time (normally several weeks). This does not automatically place the cadet on “X-uniform” status.

b. In exceptional cases, conditions requiring only a few days for recovery might warrant TDS; e.g., hospitalization or injury during the Fourth Class Cadre Training Period. A cadet placed on TDS will not be referred to a Medical Review Board (MRB), see below, except under unusual circumstances.

## **8. Malingering.**

a. “Malingering” is defined as feigning sickness or injury to avoid duty or work.

b. Cadets who fail to give the Infirmary physician or nurse full and/or accurate information concerning their condition with the intent to evade duties or classes will be returned to duty and can be referred for a Commandant’s Board for malingering.

## **9. Medical Review Board (MRB).**

a. The MRB is a multidisciplinary board chaired by the College Provost with representatives from the College Administration, Commandant’s Department, Faculty, Infirmary and Counseling Center. The MRB reviews the status of (1) cadets with medical conditions which may prevent continuation in the Corps of Cadets and (2) cadets who have missed excessive amounts of time from class/military duties due to numerous Infirmary visits, off-campus medical visits, and/or medical restrictions. After due consideration, the MRB will make a recommendation to the President concerning continuation as a cadet at The Citadel.

b. Triggers for initiating an MRB include the following:

(1) Cadets visiting the Infirmary 21 times or more during a single semester, or spending 21 days or more on some combination of “X” status, medical leave, in-patient status, etc.

(2) Fourth class cadets missing a significant portion (more than 30%) of the fourth class cadre training period.

(3) TDS lasting significantly longer than anticipated for a particular illness or injury.

(4) Major illness or injury which may preclude cadet participation in military, athletic or academic duties for a protracted period.

c. The Citadel Surgeon will monitor cadet “X” status, med leave, Infirmary usage, etc., and will refer appropriate cases to the MRB.

d. After review of all pertinent details, the MRB will make one of four recommendations:

(1) Continuation in cadet status.

(2) Continuation in cadet status with follow-up review.

(3) Medical discharge.

(4) Referral to a Commandant’s Board for malingering.

e. The MRB will also review requests for readmission to the Corps of Cadets following a previous medical discharge.

## **10. Medical Insurance.**



a. Cadets (all classes) are required to have medical insurance policies covering them whenever they are present on campus. Many cadets are covered under their parents' insurance policies, but most insurance companies also provide individual student health insurance policies (Blue Cross/Blue Shield, Farmers', State Farm, etc.). Most policies provide similar coverage for roughly the same monthly cost.

b. The Citadel is also a member of the student health insurance consortium for universities and colleges in South Carolina. The consortium offers yearly health insurance policies through Pearce and Pearce which are available to all students, providing reasonable coverage at relatively low cost. Information on this plan can be found on the Infirmary website. The Athletic Department (843) 953-5070 has additional information on policies which cover the unique insurance needs of intercollegiate athletes.

c. Cadets are required to notify the Infirmary in writing when they change insurance plans or update emergency contact phone numbers and addresses.

#### **11. Cadet Illness During Parades.**

a. Cadets who feel that they are too ill to participate in parade must come to the Infirmary as early as possible before the parade. Cadet unit commanders may not excuse cadets from parade or other duties because of "sudden" illness; cadets must report to the Infirmary for medical evaluation and treatment. Sudden Friday afternoon illnesses routinely result in restriction to campus for the weekend. Cadets released in duty status in time to make parade will not normally be restricted. If a cadet is released in duty status at a time when the parade will be missed, will be restricted to campus until 0600 the following morning.

b. Cadets who get sick after Adjutant's Call for parade and feel they are unable to complete the parade may fall out of parade formation and proceed directly to the Infirmary. They must inform a member of their chain of command before falling out.

c. Cadets previously excused for medical reasons (TDS, XMD, XR, soft shoe, etc) will meet the company parade formation. They will then report to the mess hall, where the JOD will take roll and direct them to wait until he/she releases them (after parade). They will not "hang out" at the Infirmary.

d. Cadets who feel weak or dizzy, or who feel that they might faint during parade, may fall out of formation and move discretely to the rear of the formation assisted by one or two other cadets. They will lie in the shade adjacent to the Avenue of Remembrance and sip oral fluids (provided). Once the cadet feels better, he/she will be escorted directly to the Infirmary. If a cadet faints during parade, he/she will be moved to the rear of the formation and transported as rapidly as possible to The Infirmary.

**JJ. MILITARY COURTESY.** The general rules of Military Customs and Courtesies are outlined in The Citadel publications The Art of Good Taste, The Guidon, and in U.S. Army Field Manuals 21-13 and 22-5.

1. Cadets shall use "Sir" or "Ma'am" in addressing College officials and staff.

2. When outside, cadets salute all officers and warrant officers and when



Reveille, "To the Colors," The Citadel Alma Mater, "Ruffles and Flourishes," and the National Anthem are played. When inside, cadets salute only when reporting to an officer. The dress of the person saluted (civilian or uniform) or the cadet saluting is immaterial; recognition is all that is necessary.

3. Upperclass cadets do not salute other cadets except in performance of official duties.

4. Cadets running in units for physical training are not required to salute.

5. Cadets in formation need not salute individually. The ranking cadet calls the group to attention, if necessary, and salutes for the group.

6. Cadets in informal groups are called to attention by the first cadet observing an officer and all salute.

7. Organized activities need not be interrupted on the approach of an officer, but the ranking cadets should recognize the officer and, if not actively engaged, salute.

8. Honors. During honors to the colors or to individuals, all activities within sight or hearing of the honors cease activity. Cadets salute if outdoors, whether a part of the ceremony or not and regardless of uniform.

9. Reporting. Cadets report at "attention" to a College official or faculty member as follows. A salute should be rendered at the beginning and end of the report if the person to whom they are reporting is in uniform.

a. If directed to report, a cadet reports with "Sir/Ma'am, Cadet (Cadet's last name) reports."

b. If not directed, a cadet reports with "Sir/Ma'am, Cadet (Cadet's last name) requests permission to speak with (title, name of person addressed)."

10. When addressed by a College official, a cadet comes to attention.

11. Cadets in rooms come to attention upon the entrance of a College official or officer.

12. Cadets do not break ranks of or walk through the formation of another unit.

13. **WHEN IN DOUBT, SALUTE!**

## **KK. OFF-LIMITS.**

1. Cadets are "Off Limits" when in any place specifically banned by The Blue Book or the Commandant.

2. The Offices of the COC or TAC Officers are off limits to all cadets except on official business.

3. The following additional locations are off limits to all cadets:

a. Roofs of all buildings.

b. All elevators on campus, except by cadets XMD, with crutches, cane, or walking casts or moving heavy objects.

c. The kitchen of the dining hall.

d. Vacant or unoccupied rooms in the barracks except as authorized by the Commandant's Department.

e. Staff and faculty offices/quarters unless specifically invited.

f. Washington Light Infantry Field (WLI) and Willson Field. Club Sports must schedule use of WLI through Department Head of Health, Exercise, and

Sports Science who coordinates with the Director of the Athletic Department.

g. All places such as stock rooms, maintenance shops, and other structures within which the cadet has no assigned duty or business.

h. The rear of all buildings bordering on the parade ground after dark, with the exception of assigned parking areas.

i. The Visiting Team Room (VTR) or Alternate Housing Unit (AHU).

4. The only exceptions to the above “off-limits” areas are for cadets performing official duties requiring them to enter an “off-limits” area and for cadets acting by authority of the Commandant.

**LL. OFFICIAL INVESTIGATIONS.** In any official investigation directed by the President or the Commandant, cadets are required to answer any question regarding facts within their knowledge and without regard to who may be incriminated by their answer. Refusal to answer is disobedience of orders.

**MM. PAINT IN THE BARRACKS.**

1. **Authorized Painting.**

a. Murray, Padgett Thomas, Law and Watts Barracks. Painting on walls, columns, and steps of new barracks is not authorized. The only painting authorized is that on staff/company bulletin boards. No other “TO&E,” “senior name,” or “awards” areas will be painted. All paint projects must have TAC officer approval.

b. Steven’s Barracks. Painting is authorized only on bulletin boards, and those wall areas already painted with TO&E, etc. No additional wall space will be painted, nor will steps or columns be painted. No “Class of . . .” will be painted on stair uprights. All paint projects must have TAC officer approval.

2. Only paint supplies obtained through the individual battalion fund are authorized. Fourth class cadets will not contribute to paint supplies. Cadet commanders will be held accountable for strict enforcement of this policy.

3. Except for spirit banners only upperclass cadets will do the actual painting. No fourth class cadets will paint, make stencils, or otherwise be involved with TO&E/Bulletin boards.

4. All TO&E painting will be completed by the second Friday in September.

5. All fourth class spirit banner painting will be completed by 1 October. Appropriate ground cloths will be used to protect floor surfaces.

**NN. PARADES.** Parades showcase The Citadel and the Corps of Cadets to the public. Parades will conform to Army FM 22-CITADEL with no exceptions. Unauthorized parade activity includes but is not limited to twirling of swords guidons, dropping of shoes, moving around in formation, not marching, or shuffling effect. Commanders will lead their units at parade unless on authorized absence approved by the Commandant’s Department.

**OO. PREGNANCY POLICY.** Pregnancy is considered by The Citadel to be

a temporary disability. Once a cadet is known to be pregnant, the Citadel Surgeon will consider at what point to put them in a Temporary Disability Status (TDS) (See paragraph KK.3.f.). Pregnancy, in itself, is not a punishable offense. Hence, no cadet is disciplined solely for becoming pregnant or for causing another person to become pregnant. On the other hand, the state of being pregnant may effectively preclude one (at a medically determined point in the pregnancy) from performing cadet duties and meeting the standards expected of a cadet and will be treated the same as other temporary disabilities. Once it is discovered that a female cadet is pregnant, she is referred to the Citadel Surgeon. The physician will verify the pregnancy and determine at what point the cadet is placed in TDS. The pregnant cadet has the following options:

1. To remain in school as long as she does not miss more than 3 weeks of school per semester.
2. Voluntarily withdraw from The Citadel. Readmission procedures will be the same as stated in the temporary disability policy for all cadets.
3. A cadet who desires to remain in school but who exceeds the trigger point for time in temporary disability status, excused military duty (XMD), or excused physical training (XPT) status may be sent to appear before a Standing MRB using the same procedure as for any cadet in the category.

#### **PP. PROPERTY RESPONSIBILITY.**

1. Any cadet who wantonly damages or removes any private or public property without permission shall be required to make proper restitution and shall be otherwise punished according to the nature and degree of the offense.

2. Cadets who are to be absent from campus on a special, emergency, or holiday leave for more than 72 hours must turn in their rifle and any other federal and/or state property to the Commandant's Supply or to a Supply Area designated by the Commandant prior to departing the campus. At any time a cadet is absent from duty over 72 hours for any reason, including sick in the hospital, AWOL, leave extending beyond 72 hours, the cadet unit supply sergeant ensures that the rifle is accounted for and turned in.

3. Cadets will sign for their room and all property in the room. Cadets are responsible for the condition and accountability of the property they are signed for. Cadets will not move, break down, or disassemble any furniture in a cadet room or the cadet barracks without the express permission of the Commandant of Cadets.

4. It is the responsibility of the cadet chain of command to conduct weekly Over, Short, and Damaged (OS&D) inspections in accordance with Chapter 1, Functions and Procedures, of the White Book.

#### **QQ. PUBLICATIONS.**

1. A current copy of the following College publications will be maintained on the Web: The Blue Book, The Honor Manual, the Organizations, Functions, and Administrative Standard Operating Procedures (SOP) (the White Book), The Citadel Training Model (CTM) and The Fourth Class System Manual (The Red Book), and the Regimental Guard Orders (the Gold Book). Individual cadets are responsible for maintaining their personal hazing, sexual harrasment and sexual

assault, crisis response checklist, and bill of rights cards, in accordance with paragraph WW.11 of this chapter.

2. Cadets are responsible for reading and complying with the provisions of the above publications. Ignorance of an order or regulation is not an excuse for neglect or misconduct. These publications are turned in at the end of the school year.

3. The collection of funds for cadet publications is undertaken only with the written approval by the VP for Finance and Business Affairs. Such funds are administered as may be prescribed by the VP for Finance and Business Affairs

4. The management of approved cadet publications is conducted by the representatives duly elected and appointed by the cadets concerned and approved by the Commandant. Such publications fall under the general supervision of the Commandant and the immediate supervision of the faculty advisor.

5. The cadet editor/manager of each publication submits a report on administrative duties, including a complete financial statement verified by the auditing official, at the end of their term.

6. Bulletin Boards. A cadet is required to check the bulletin boards twice daily for all official policy publications and notifications posted. Sergeants Major and First Sergeants may authorize items to be placed on staff and company bulletin boards.

**RR. PUSH-UPS.** Fourth class push-ups (other than organizational physical training) are authorized as follows:

1. Push-ups may be assigned only by the fourth class cadet's chain of command (the Company Commander, Platoon Leader, First Sergeant, Platoon Sergeant, Squad Leader, or Corporals under the supervision of a Squad Sergeant or higher) who will perform the push-ups with the fourth class cadet. The maximum time for the completion of 20 push-ups (30 push-ups 2<sup>nd</sup> Semester) is no longer than 1 minute. **Push-ups are to be 2-count and performed IAW the Citadel PT test standards with the exception that the fourth class cadets will count the repetitions out loud. Third class cadets not in the chain of command are not authorized to have fourth class cadets do push-ups.**

2. **Push-ups will be limited to no more than 20 repetitions (30 repetitions 2<sup>nd</sup> Semester) in a 30 minute period. These repetitions are to be continuous. The front leaning rest position for short interludes is not consistent with the intent of push-ups as discipline or motivation.**

3. Push-ups may not be assigned during designated study periods or periods of general leave.

4. Push-ups will not be done in the cadet rooms.

5. Violation of the aforementioned push-up standards constitutes Fourth class system violation, Upper-Class.

6. Fourth class cadets will not be required to do push-ups within 45 minutes after second rest in the Mess Hall.

**SS. RELATIONSHIP ISSUES.**

1. Improper cadet relationships are those inter-gender (male-female) or

intragender (male-male, female-female) relationships that could result in actual or perceived favoritism, unfairness, or partiality that are detrimental to good order and discipline within the unit or the chain of command or that result in demonstrated improper use of rank or position for personal gain.

2. At The Citadel, cadets of all ranks and classes meet and associate with each other in many settings. Cadet associations with one another are governed by rank and by class relationships. Respect for authority of the cadet who is senior by virtue of rank and/or class is essential for the maintenance of good order and discipline. Historically, fraternization and improper relationships have created detrimental effects on unit cohesion and will be addressed in this section.

3. **FRATERNIZATION.** Fraternization between upperclass cadets and fourth class cadets is not authorized. Fraternization in a military unit is defined as any personal relationship that is, or may be perceived to be, detrimental to the good order and discipline of that unit. Fraternization is not the open discussion by any member of a new cadets Chain of Command, with a new cadet, about issues that are of concern to the new cadet regarding success at The Citadel. This can be an open professionally conducted two-way conversation. Specific fraternization issues are described below.

4. **PERSONAL RELATIONSHIPS.**

a. Personal relationships, unlike fraternization, have a positive side. Close relationships which foster mutual respect are required to build cohesive units.

b. Leaders are expected to care for their subordinates. The emotional ties that naturally follow good leadership are important to the success of any unit.

c. Positive, professional relationships between cadets of all classes and ranks are necessary to build the vertical bonds that tie leaders to those they lead.

d. Cadets must appreciate that relationships between cadets of different rank or class which involve (or give the perception of) partiality, preferential treatment, or the improper use of rank position for personal gain are prejudicial to good order, discipline, and high unit morale. Such relationships impair the ability of the senior cadets to exercise fair and impartial judgment.

e. Friendships that existed prior to the fourth class cadets entering The Citadel and social relationships resulting from being on a corps squad or club sports team may be formally recognized and permitted if both cadets are not assigned to the same company. The recognition of such a previous or team relationship does not authorize dating between them. Further, recognition does not eliminate the responsibility of both cadets to interact such that the expression of friendship will not cause the perception of improper biased feelings, favoritism, or lack of professionalism. This special relationship will be avoided in the barracks.

f. Though less formal relationships may be present in off campus social events, the 4th Class protocols are still in effect.

5. **FOURTH CLASS PROTOCOLS**

a. The relationship between fourth class cadets and upper class cadets will be formal at all times. A fourth class cadet's response to verbal communication from an upper class cadet is limited to "Yes, Sir", "No, Sir", "No Excuse, Sir", "Request permission to make a statement, Sir", or "Request better judgement, Sir"

is not authorized.

c. An upper class cadet will never touch or use an object for extended touch of a fourth class cadet or items of the uniform the cadet is wearing and will stand no closer than three feet of a fourth class cadet.

d. Fourth class cadets are allowed to focus exclusively on academics while attending class and during published hours for Morning Study Period (MSP), Afternoon Study Period (ASP), and Evening Study Period (ESP).

e. Upper class cadets will never order fourth class cadets to close their eyes.

f. Upper class cadets will not monitor fourth class cadets inside the latrines or make any adjustment to the water temperature of the showers.

g. Fourth class cadets will not be sent on “satellites” or unnecessary trips designed to waste their time, harass them, or cause them to be targeted for disciplinary measure by cadets from other units.

h. Fourth class cadets will not be given writing assignments as a punitive measure by upper class cadets.

i. Upper class cadets are prohibited from borrowing from fourth class cadets.

j. Fraternalization between upper class cadets and fourth class cadets is not authorized. Fraternalization is not the open discussion by any member of a new cadet’s chain-of-command, with a new cadet about issues that are of concern to the new cadet regarding success at The Citadel. This can be an open professionally conducted two-way conversation.

k. Non-rank holding upper class cadets are prohibited from interfacing with fourth class cadets unless there is a legitimate reason or on official business of the College (e.g. Senior Mentor system, tutoring, guard). Only the authorized chain of command is allowed to give orders or make corrections to fourth class cadets.

## 6. **DATING.**

a. Dating among cadets of the upper classes is permissible; however, dating will be conducted with the same standards of discretion and good judgment expected of all cadets. Cadets must avoid personal relationships with interfere with the proper exercise of their duties within the Cadet Chain of Command or good order and discipline of the Corps. Specifically, cadets may not date a member of their chain of command. Should a personal relationship evolve within a chain of command, cadets involved should seek resolution simultaneously both a member of their chain of command. Should a personal relationship evolve within a chain of command cadets involved should seek resolution simultaneously both through the chain of command and Tactical Officer.

b. Dating between upper class and fourth class cadets is not permitted.

c. Dating between fourth class cadets is permitted but must be conducted with the same high standards of discretion and good judgment expected of all cadets.

d. Dating or personal associations between Faculty/Staff and cadets:

1). Professional and social association between Faculty/Staff and cadets play an important role in the education and socialization of cadets. Participation in these professional associations is encouraged. Dating and/or overly familiar relationships, however, whether actual or perceived, erode the value of

these professional associations and are prohibited.

2). Dating and/or overly familiar relationships between cadets and other military personnel who are stationed at The Citadel are regarded as unprofessional and improper and are prohibited.

7. **SEXUAL ACTIVITY ON CAMPUS.** Cadets may not engage in any form of sexual activity on The Citadel campus. Such activity includes kissing, hand-holding, lying together, groping, fondling, and sexual intercourse. There will be zero tolerance for sex in the barracks, and punishments will be awarded based on the severity of the sexual activity.

8. **RAPE AND SEXUAL ASSAULT.** Rape is sexual penetration (i.e., anal, oral, or vaginal) however slight that is forced, manipulated, or coerced upon a person who has not given affirmative consent and/or who is legally unable to consent. Types of force may include verbal or physical coercion, threats, and/or physical violence (including the use of a weapon). Legally, affirmative consent cannot be given if a person is impaired, intoxicated, drugged, underage, mentally challenged, unconscious, and/or asleep. **Sexual Assault** includes rape and all other forms of sexual contact conducted without affirmative consent, including penetration with a foreign object; oral and/or anal sex; and/or unwanted kissing or touching (on skin or through clothing) of an intimate part (i.e., sexual organ, buttock, or breast) of another person. For intervention Policy see Memorandum #4 @ [www.citadel.edu/commandant/college\\_memoranda/index.shtml](http://www.citadel.edu/commandant/college_memoranda/index.shtml).

9. **ACQUAINTANCE RAPE.** Acquaintance Rape (sometimes called Date Rape) is rape that is perpetrated by someone known to the victim. This type of rape is as serious as stranger rape, and the same criminal laws apply. Because of the personal connection to the perpetrator, the survivor may not classify what has happened as rape.

10. **ESCORTING.** A male cadet may offer his arm to a woman when walking conditions warrant. A female cadet may take the arm of a man under similar conditions. Walking arm-in-arm, however, does not preclude the requirements to render proper military courtesies. Affectionate physical contact with guests or other cadets in public, such as holding hands or walking or sitting with arm around waist or shoulder, is not permitted. Cadets will not walk arm-in-arm unless enroute to or returning from a formal social function. Cadets are responsible for the conduct and decorum of their guests while they are visiting The Citadel.

#### 11. **SEXUAL HARASSMENT.**

a. Sexual harassment is unwanted sexual attention. It is usually repeated behavior, but it could be one serious incident. It is frequently a display of power intended to demean, embarrass, intimidate or coerce a person. It includes but is not limited to unwanted requests or demands for sexual favors, propositions, questions about a person's sexual practices, lewd comments, leering, sexual insults or innuendos and sexually explicit jokes. It also includes unwanted touching, fondling, patting, pinching or kissing, as well as blocking a person's way. Sexual graffiti and sexually explicit pictures (including those on computers), cartoons, or objects can also constitute sexual harassment. Although some forms of sexual harassment may be unintentional, words and behaviors such as those described above may be harassing when viewed or heard by others. Words which are demeaning



to one gender, such as calling men and women by names for body parts or calling women derogatory names, are also a form of sexual harassment. Both men and women can be sexually harassed although women are most often the targets of sexual harassment. Sexual harassment can also occur between members of the same sex.

b. Cadet Commanders will ensure cadets receive training in what constitutes sexual harassment and know the avenues available for reporting sexual harassment. Cadet Commanders will take prompt and decisive action when such harassment is reported. See Memorandum #15 on The Citadel web page under “Commandant’s Department” on the Corps of Cadets page.

c. Complaint Procedures. Cadets who feel that they have been victims of sexual harassment or have questions concerning sexual harassment should take the following steps:

(1) Discuss the matter with either an immediate supervisor in the chain of command, an appropriate person upward in the chain of command, or a Tactical Officer, Assistant Commandant or the Commandant of Cadets. A cadet may also discuss the matter with a cadet Human Affairs Officer or a cadet Religious Officer, a Chaplain or any campus minister, a counselor in the Counseling Center, a member of The Citadel Faculty or Staff, the Ombudsman, or a Public Safety Officer. The important thing is to report the alleged harassment to someone in authority.

(2) It is the responsibility of the person receiving the complaint from a cadet to quickly (within 24 hours) pass the information to the appropriate officer, who will launch an immediate investigation to determine the facts. The complainant will receive a timely written response to the allegation or be informed of the results face-to-face from the person listed above or the person who conducted the investigation. The notice will inform the complainant that the allegation was either substantiated or not substantiated and to whom it was sent for action. Throughout the process of the investigation on sexual harassment complaints, strict confidentiality is maintained to the extent possible by all involved. Proven allegations of harassment may be considered as the commission of an act unbecoming a cadet which would tend to bring discredit to the institution. A cadet who has made unfounded or grossly exaggerated charges will be reported to the Commandant for counseling and/or disciplinary actions. Under no circumstances will a cadet be challenged by another cadet for reporting an alleged harassment violation.

12. **ROACHING.** Any act of personal servitude by an under class cadets or physical/verbal abuse by an upper class cadets for which in return there is an expectation of a favorable consideration for rank, position, or membership is strictly prohibited.

**TT. RELIGIOUS ACTIVITIES AND ETHICS SEMINARS** - Religious Services, Religious Activities, and the Ethics Seminar are a key component in the college’s fourth pillar and part of the college’s program to develop principled leaders. The College and the Corps of Cadets need to protect and respect the religious customs of all religions represented in the Corps of Cadets.

1. Every weekend through Parents’ Weekend, knobs will attend either the Ethics Seminar or one of the five religious services (Jewish, Catholic, Episcopalian,



Orthodox, or Protestant). Knobs have the right to choose which one they will attend and do not have to attend the same one each week. No knob is exempt to include Corps Squad Knobs. Coaches will insure their knob athletes have no scheduled team meetings in conflict with the religious services on Sunday.

2. No cadet activities, to include knob company activities, will be conducted at the same time as the Ethics Seminar or religious services scheduled on Sunday.

3. Religious Activities are scheduled every Monday and Thursday evenings from 1830 to All Ins at 1950. No cadet activity will be scheduled at the same time as the Religious Activities.

a. No company, platoon, or squad knob activity (sweep details, shine parties, Kelly Cup or Best Platoon practice, etc.) will be conducted during religious activities.

b. No upper class organizational activity or Corps leadership meeting will be scheduled/conducted during the Religious Activities on Monday and Thursday evenings.

#### **UU. REPORTS AND STATEMENTS.**

1. When a cadet makes an oral or written report or statement, the report or statement is taken as true.

2. Official reports will contain all the relevant facts known to the cadet.

3. Written reports are to be transmitted complete and unaltered.

4. Cadets will not use recording devices in investigations without the approval of the Commandant.

#### **VV. ROOM ARRANGEMENT AND RESPONSIBILITY.**

1. **General.** The arrangement, display, and storage of authorized uniforms, equipment, and other articles in cadet rooms are authorized as prescribed in the following subparagraphs. Each cadet is responsible for maintaining the decorum of their room. Displayed pictures or screen savers will not be more revealing than prescribed uniform standards. Cadets will keep his/her uniforms and clothing in their barracks room and will not store them in athletic building gym lockers or cars. The number of articles, where indicated, is the maximum number permitted to be kept in rooms. Everything will be arranged from left to right, as seen by the inspecting officer. Room standards pictures are found on the "Room Inspection Standards" briefing on the Operations and Training page on The Citadel web page (<http://www.citadel.edu/commandant/operations-and-training/index.shtml>).

2. **Room Assignment.** Cadets normally room with members of their own class and organization (company/staff). Exceptions to this policy are only made with the approval of the Battalion TAC.

3. **Room Administration.**

a. **Room Orderly.** Each occupant present for duty becomes the room orderly in turn. The tour of duty as room orderly lasts one week beginning at noon meal formation on Saturday. When the scheduled cadet is sick, in the hospital or otherwise absent, the cadet next in turn becomes room orderly.

b. **Responsibility.** The general police of the room, the care of all

common property, and the good order of the room rest with the room orderly. All cadets are responsible for their own bed, presses, desk, and other personal furniture and articles. Cadets will be held financially responsible for any loss or damage not identified on the initial room inspection sheet. If a cadet is moved in the course of an academic year, he/she must have closed out the inventory of the room he/she is leaving and have a new inventory of the room he/she is moving in to. TACs must be notified and approve any moves within the Battalion. Orderlies of corner rooms are responsible for the proper police of corridors leading from the galleries to their rooms.

c. Responsibility Card. The cadet assigned as orderly places a white paper name tag in the room orderly holder.

d. Report of Damage. The Room Orderly reports promptly any breakage or item that becomes unserviceable to the Company Supply Sergeant. The Supply Sergeant will immediately identify the loss or damage in the OSD system then provide the room orderly with the OSD number which will then be posted on the damaged item(s).

#### 4. Chest of Drawers (Half-Press).

a. Drawers: Lined with white paper. Top drawer will have personal gear on left, military on right, neatly organized. The second drawer from the top will have from left to right: undershirts; under-shorts; bras (if applicable); rolled socks (white above black); scarf; black gloves; white gloves then handkerchiefs (bottom right). Socks are to be balled as shown on the "Room Inspection Standards" pictures on the Operations and Training page on The Citadel web page (<http://www.citadel.edu/commandant/operations-and-training/index.shtml>). The third drawer will have from left to right: Pajamas (OPTIONAL); laundry bag; sheets; pillow cases; towels with wash cloths underneath. The fourth drawer will have from the left to the right: Two horizontal rows of duty shirts; vertical row of duty pants; PT shirts; White summer leave shirts; brown BDU t-shirts under duty shirts; PT shorts; white dress pants/skirt under duty pants. Cadets are to live out of drawers, meaning that they **are authorized** to have several of each item in their drawer (i.e. a stack of t-shirts or underwear). These items must also be clean and pressed, and placed in an orderly manner.

b. Surface: One authorized appliance per half press (with the exception of TV components, for example antennas, DVD players, video game systems, may be on same half press as TV).

c. Lock is to be closed, zeroed and placed on top right corner of the half press, flush with the edge.

d. Name sticker on centered on the top of the front face of press.

#### 5. Desk.

a. Shelves organized in descending height order from left to right (flush with front edge).

b. Top shelf: binders, oversized books, one picture.

c. Desk surface: clock radio, phone, lamp, computer components, organizational items, blotter.

d. Objects on cork boards on the back of desks are neatly placed.

e. Blotter: Cadet Bill of Rights; Definition of hazing; Definition of

sexual harassment; crisis response checklist.

f. Drawers: Lined with white paper (including sliding shelves and keyboard drawer) and with contents organized.

g. Chairs: Only Citadel-issued chairs are allowed with the exception of TAC-approved chairs for CO's and XO's. Tennis balls are not authorized on the legs of chairs (EXCEPT IN THIRD BATTALION ONLY).

6. **Medicine Cabinet Sink and Towel Rack.**

a. Metal surfaces and mirror cleaned, doors closed.

b. Articles in descending order from left to right.

c. Name stickers centered on shelves used by cadets.

d. Articles stored under sink will be stored neatly in descending height order from left to right.

e. White paper on shelves under sink.

f. Sink and faucet clean and dry.

g. Clean towel and washcloth on rack, one fold in each facing forward in the room with washcloth in front of towel.

h. Water filters are not authorized for SMI and must be removed for inspection.

i. Mirror light will be off.

7. **Name Tags.**

a. In holders as indicated using only issued name strips and cards.

(1) On ledge between washcloth and first towel hook.

(2) On door frame (room orderly).

(3) Bed: On side rail 12 inches from outer edge of bedpost nearest pillow.

(4) Desk: Centered on edge of middle shelf of bookcase.

(5) Half-Press: Centered top edge.

(6) Press: Centered on shelf edge.

(7) Rifle Rack. In holder.

**(8) Name tags will be affixed on medicine cabinets as illustrated in the White Book, Chapter 9.G.**

b. Each cadet is personally responsible for ensuring his/her name cards are correct and posted at all times.

8. **Shoes.**

a. All black uniform shoes are displayed under the bed with laces tied, toes facing out and aligned with bed posts, end shoe touching the bed post, and displayed at same end of the bed as cadet's pillow. Note: In four-person corner rooms where bunks normally extend toward the center of room and both sides of the bed are exposed, shoes are set on that side nearest to the door and at same end of the bed as the pillow.

b. Other shoes are to be neatly arranged and displayed in two rows in the bottom of the press with taller shoes to viewer's left. Shoes are not to be stacked.

c. All shoes/boots are to be polished, free of dust, laces tied, with toes forward. **Top, soles, and heels are to be in good repair.**

d. No more than three pairs of athletic shoes may be displayed in the

bottom of the press.

e. Only first class cadets may store up to two pairs of civilian shoes in the bottom of the press.

#### 9. **Press.**

a. Top of press: Either a CLEAR plastic box or an overnight bag or suitcase no larger than half the full press. Coolers, no larger than can hold a six-pack of soda.

b. Shelf (Left to Right): The Citadel blanket will be rolled to a width of approx 16" with the 1842 showing forward and flush with front of press. One additional blanket may be placed, neatly folded, under the Citadel blanket. The black garrison (rain cover inside) in front of white garrison cap and the overseas cover in front of the shako. All brass will be shined, and no blitized (modified brass) is allowed. Name sticker is centered on front of shelf. Military-issue dress covers may be placed behind the Citadel blanket in their protective box.

c. Hanging Space (Left to Right): Raincoat, bathrobe, overcoat, full-dress (w/trousers beneath), dress blouse (w/trousers beneath), field jacket, dress whites, summer leave (w/trousers beneath), Duty shirts (w/trousers beneath), winter PTs, Blazer (w/trousers beneath), AUTHORIZED civilian clothes in a hang up bag, two sets of BDUs/ACUs. Buttons are to be buttoned, and dress white buttons are to be shined, Insignia and shirt stays are to be removed, NO COLLARS or CUFFS in hanging items. Military uniforms (other than the aforementioned BDUs/ACUs) are not to be hung freely in the press, they are to be in the civilian hang up garment bag). All hangers are to be evenly spaced, face the right, and unused hangers to be pushed all the way to the right. Only the black hangers sold in the cadet store are authorized. Sleeves of shirts are NOT to be tucked back.

d. Bottom (Left to Right): Boots, athletic shoes, tennis shoes, shower shoes, and other authorized footwear in descending height order with two rows if necessary. All laces tied, and boots shined.

#### 10. **Bed.**

a. Made in SMI order; bottom white sheet with four mitered corners. Top sheet forms six inch collar with Citadel spread at base of pillow and bottom corners mitered. The top of the pillow is 6" from the top of the bed with the open end of the case facing the wall and tucked under the pillow. Name sticker on horizontal frame below respective frame below respective cadet's pillow.

b. Oxford shoes placed in forward corner of bed below name sticker. Toes will be flush with front face of bed. Shoes will be shined and laces tied.

c. Storage containers: One per cadet; 32"x11"x18" and made of clear plastic.

d. Laundry Bags: Up to 2 laundry bags per cadet. Only dirty clothes will be in the laundry bag and the bags will be mounted on the bed posts at the foot of each cadets bed only.

#### 11. **Miscellaneous Items.**

a. Athletic equipment: Stored next to rifle rack. (No lethal weapons such as bow and arrow, spear gun, etc. are allowed.) Surfboards, scuba gear, etc., are not to be stored in rooms. Surfboards and scuba gear will be stored in the company storage rooms.

- b. Bed: No 'egg crate' sleeping pads are authorized. Cadets will sleep in the assigned beds, which will be made every day.
- c. Broom and dust pan: In holder behind door with handles up and free of dust.
- d. Chairs: Under desk when not in use. No non-standard, personal desk chairs are allowed (see Para. WW.5.e. for exceptions), nor will tennis balls be split and put on feet of chairs. Folding chairs are prohibited in cadet rooms.
- e. Class cards: In holder on center bar outside of screen door. Name tag and ID number are posted on the center of the card flush with the top. Colors are used to identify academic standing: blue-1st class, green-2nd class, orange-3rd class, yellow-4th class.
- f. Cleaning rod: Hanging with handle up in slot of rifle rack.
- g. Cleanser: In cabinet beneath sink.
- h. Computer: New desk-CPU in provided desk space, keyboard and monitor centered on backs of desktop. If using furniture arrangement option 1 for 2-cadet room (Ch10 White Book): Old desks-CPU on floor against wall, keyboard and monitor same as above. If using furniture arrangement option 2 for 2-cadet room (Ch 10 White Book): Old desks - CPU on floor against wall, keyboard centered on the backs of desktop, monitor either centered on backs of desktop or positioned on the top of adjoining half-press. Only Seniors are allowed to have a TV Card inserted into their computer.
- i. Coolers: One six-pack style cooler is permitted per two cadets. It will be stored on top of the full press.
- j. Displays: No posters, centerfolds, flags, empty beer cans, liquor or wine bottles, toys or objectionable articles are to be displayed. One small military or ship model is allowed on the bottom shelf of the desk only.
- k. Drawing board, T-squares, and triangles: On floor leaning against side of desk.
- l. Information Cards: Cadets of all classes will keep under the clear plastic of their desk blotter the following: Cadet Bill of Rights, Definition of Hazing, Definition of Sexual Harassment, and crisis response checklist.
- m. Laundry bag: Laundry bag will contain dirty laundry only. Clean laundry will be properly stored in half-press. Only two dirty laundry bags per cadet are to be hung on the bed. No laundry bags will be hung on backs of doors or anywhere else in the room.
- n. Portable Fans: On the half-press or stowed under the bed (not left in windows and must be properly cleaned for SMI).
- o. One stereo/record/tape player and one TV (first class only). On the half-press and centered on top shelf of desk. (TV 25" screen or smaller and stereo speakers 2' x 14" maximum.)
- p. Storage Containers: Each cadet is authorized one clear plastic storage container that can fit under the bed (32" L x 11" H x 18" W) or be stored on top of the full press (not to exceed one-half of the surface area of the top of the press).
- q. Sword: In rifle rack hanging from top with belt hanging full length from hook on side of rack.
- r. Nothing is to be taped to furniture or anywhere in the room except

for cadet name tags.

- s. No rugs or candles are authorized.

## 12. Inspection Order.

a. Morning Room Inspection (MRI): The following special actions are held to ensure that each room is prepared for Morning Room Inspection (MRI). Rooms are subject to MRI Monday-Friday, 0800-1100 hours.

- (1) All lights must be turned off when room is unoccupied.
- (2) Waste baskets are to be emptied before MRI.
- (3) Room is to be swept clean and dusted.
- (4) Electrical appliances are to be turned off, **with the exception of clocks, computers and a single fan.**

- (5) Clothes are to be hung in authorized areas.
- (6) Bed - see paragraph 10.
- (7) Press - see paragraph 9.

b. Saturday Morning Inspection (SMI): The following special actions are held to ensure a room is prepared for Saturday Morning Inspection (SMI):

- (1) Beds:
  - (a) Bottom sheet is same as for MRI.
  - (b) Top sheet and Citadel bedspread are folded to form a six-inch (6") white collar flush with bottom edge of pillow. Foot is to be mitered with Citadel crest centered between bed rails.
  - (c) Top of pillow is to be flush with top of mattress with open end of pillow case toward wall and tucked under pillow.
- (2) Brass: All brass in room is to be shined.
- (3) Drawers: Half-Press and desk drawers are to be tiered in the open position beginning at the top.
- (4) **All electrical appliances, except clocks, will be turned off.**

(5) Lights: All lights, except desk lamp, are to be turned on when inspecting party is in the room. All lights are to be turned off when the room is unattended.

(6) Medicine cabinet and press: Doors are to be open and thoroughly cleaned.

(7) Room: Room to be swept clean and dusted, including windows, transoms, baseboards, overhead lights, furniture, blinds, etc. Floors will not be cleaned using Pledge or other spray on furniture polish.

(8) Towel and washcloth: Clean, dry, properly folded according to Paragraph WW.6.g., this chapter.

- (9) Blinds are to be pulled up.

(10) Metal threshold to room is also to be cleaned, and adjacent gallery clean.

- (11) Room orderly posted in allotted space.

- (12) Ironing boards to be placed neatly by rifle.

(13) Rifle rack locks to be locked and zeroed out, with no paper lining.

(14) All OS&D objects in room are to be tagged by the supply chain.

(15) Coolers are to be placed on top of full press and are to be no larger than 6-pack size.

(16) Fans can be placed on half press or under the bed.

(17) BDU hat, Knob cover, camelbacks, knob bags, pt belts are authorized to be on the hooks located on the back of the door.

(18) Trash can circles are required for SMI.

(19) Sports equipment is to be placed neatly near rifle rack (surfboards and scuba gear are to be placed in company storage).

**13. Disposition of ROTC and Reserve Component Uniforms.** Cadets contracted or on scholarship in ROTC or in the Army, Navy, Marine Corps, or USAF Reserve and/or the National Guard unit are not to store their issued items in the press. Two sets of fatigues/BDUs may be hung in the full press. Rucksacks and duffle bags are to be stored under the bed neatly by the rifle rack or under the bed.

**14. Room Security.** All cadet rooms will be secured when unoccupied and between “lights out” and 0530L in the morning.

## **WW. RIFLES.**

1. **Rifles.** All cadets, except for those assigned to the Band, regardless of Corps Squad status, not armed with swords, will draw, care for, and safeguard a rifle for the entire academic year. All cadets must know the butt and serial number of their rifle.

2. **Responsibility.** Cadets are financially responsible for the federal or state property issued to them. In case of loss, damage, or destruction, the cadet is required to make proper compensation and may be subject to disciplinary action.

a. Cadets are required to report in writing any defects or damage found in such property within 48 hours after issue. If no report is made, it is presumed that such property has been issued in good condition.

b. The arms and equipment issued to cadets are not to be taken from the barracks except for duty purposes. No cadet may lend or exchange such items.

c. Cadets must immediately report any rifle loss or disappearance to the Company Commander, Supply Sergeant, and the OC (see Organizations, Functions, and Administrative Standard Operating Procedures (SOP)) for proper procedures for lost/stolen rifle).

d. All cadet rifles will be locked in their racks when not in use.

### **3. Preservation of Rifles.**

a. Cadets are not allowed to scrape, file, cut, or varnish any part of their rifle. Abrasives are not to be used on rifles. Only oil is to be used in keeping the rifle in condition.

b. Cadets who have damaged rifles or equipment are to take them without delay to the Commandant’s Supply Sergeant for repair.

## **XX. RING ACTIVITIES.**

1. Alcohol will not be served on campus.
2. “Branding” will be treated as hazing.



3. First class cadets will be granted general leave immediately after the ring ceremony until 0100 hours. No overnights will be authorized unless the ring ceremony is held on a Friday.

**YY. SAFETY.** Safety is always the first consideration in all cadet activities, training endeavors, or events. Cadet commanders are responsible for Safety Briefings prior to all furloughs and extended leaves of the Corps of Cadets. Severe weather monitoring for outside activity and training is paramount in safety plans. Cadet commanders at all levels never compromise safety in the decision-making process. Always do everything safely.

1. **Organized Cadet Runs** (PT, Spirit, and Corps Squad Runs).
  - a. Cadet formations will run with traffic flow, and in the appropriate lane of traffic. Formations will not take up the entire street.
  - b. Road guards will be posted in advance of the formation to ensure safety in crossing streets.
  - c. Safety devices (reflective vests and flashlights) will be used in the front and back of the company and by all road guards during the hours of darkness and/or inclement weather.
  - d. All formations will be sized prior to starting a run, with the shortest cadets in front.

2. **Individual Runs.**
  - a. Individual cadets will run against the traffic flow if no sidewalk or jogging path is available.
  - b. **Helmet use while riding a bicycle is highly encouraged.** No headphones of any type may be worn while riding.
  - c. All cadets will wear a reflective belt. See Belt wear and uniform.

3. **Running Off Campus**

Cadets are not authorized to run off campus during periods of darkness or limited visibility.

**ZZ. SEARCHES.** Officials of the College may conduct searches of a cadet's barracks room, desk, locker, lock box, baggage, automobile, or any other property or place of use of a cadet on campus. Nothing is exempt from search by College officials provided the search is conducted for cause and is primarily to enforce good order and discipline at the College. Normally cadets are present during a search of their belongings or place of use, but their presence is not required.

### **AAA. SELLING IN BARRACKS**

1. **General.** No cadet is allowed to advertise or engage in buying, selling, bartering, acting as an agent, or furnishing any article, service, or entertainment without the written approval of the Commandant.
2. **Books.** The Cadet Store buys and sells used books. Cadets who wish to sell books to other cadets must do so at a fair price. Used books must be guaranteed by the cadet seller to be those required and must be sold at prices not to exceed that for the same item sold by the Cadet Store.

### **BBB. TELEPHONES, ANSWERING MACHINES, AND MAIL.**

1. **Cadet Telephones/Answering Machines.**
  - a. Cadets may purchase a telephone for use in their room. Only one phone is authorized per room. Fourth class cadets may have a phone/cellular phone second semester if they are academically proficient. On campus, cell-phones will



not be carried or used by cadets outside of the barracks. Cadets may carry a cell-phone on their person if they are departing on leave, special orders, or furlough. Octel Voice Information Processing System (voice mail) has been installed on all barracks phone lines. **Voice mail is mandatory for all cadets. The use of answering machines is prohibited on The Citadel campus.** Each telephone number has two voice mail box numbers assigned to it. Voice mail instruction sheets providing telephone numbers, room number, and voice mail box numbers are posted inside each room. **Removal of instructions is prohibited.**

b. The abuse of telephones and/or academic and conduct deficiency status may result in the loss of telephone privileges as approved by the TAC officer. Cadets are prohibited from charging long distance or information calls (411) to room phones. Fourth class cadets that have earned phone privileges, the second semester, will have the same usage as upper class cadets except that fourth class cadets **may not** use telephones during ESP. Usage by fourth class cadets will constitute neglect of academic duty. Cadets authorized a phone will not be ordered to unplug them—this includes second semester academically qualified freshman.

2. **Cadet Mail.** Each cadet is assigned a permanent individual mailbox during initial registration. Malfunctioning and damaged mailboxes are to be reported to the Postmaster. Doors to mailboxes are to be kept closed and locked. No cadet may obtain mail from the post office box of another cadet. Damage to mailboxes as a result of misuse will be charged to the individual's Quartermaster Account. Under no circumstances will mail privileges be withheld from 4th class cadets. The chain of command will ensure that assigned 4th class cadets have reasonable opportunity to acquire their mail on a regular basis.

### 3. **Personal Messages and Parcels Handled by the Guard.**

a. The Guard signs for delivery parcels (UPS, FEDEX, etc.) that require receipt for delivery and that arrive when Post Office employees are not available. Package arrival is noted on the form provided for that purpose. Packages are delivered by Guard to the addressee, whose receipt is obtained in writing.

b. Special delivery packages or other parcels not requiring receipt for delivery that are delivered to the barracks are placed in the Guardroom, and the addressee is notified promptly by the Guard of their arrival. The addressee obtains the parcels without delay. The Guard uses care to ensure prompt delivery, but delivery in such cases is at the addressee's risk.

c. Certain commercial delivery companies deliver to the Director of the Warehouse. Cadets are required to pick up their packages within 24 hours of notification of receipt by Warehouse personnel.

d. Failure to deliver personal messages and parcels by the guard or chain of command is a major neglect of duty.

4. **Guardroom telephones.** The Guardroom telephone is to be used for official business only. When a private call is received by the Guard, the name and number of the calling party are taken by the Guard and the cadet is notified so that the call may be returned. If the caller is attempting to contact an upperclass cadet, the Guard may provide the appropriate telephone number to the caller.

## **CCC. UNAUTHORIZED ACTIVITY**

Cadets will not volunteer to participate in any unauthorized activity as defined by cadet and/or college regulations, e.g. but not limited to: PT in the rooms; after hours PT or shine parties; collection of monies, to include the selling of merchandise that has not had the prior approval from the Commandant.

### **DDD. USE OF TOBACCO.**

1. **General.** Smoking is not permitted by cadets except as specified by this regulation. Smoking is not considered beneficial to the overall general health of the individual and is strongly discouraged.

2. Smoking is prohibited in the rooms of the barracks.

3. Smoking is only authorized in the designated smoking area for the Battalion.

4. Cadets may not smoke in uniform in public.

5. Cadets must use designated receptacles when discarding cigarettes.

6. Spitting in other than appropriate receptacles is prohibited.

7. Upper class cadets will not borrow, traffic or interact with fourth class cadets with regard to tobacco products.

8. There is no smoking in Temporary Facilities except in a specifically designated area.

9. Smokeless and chewing tobacco — Do not spit, throw or place wads of tobacco on walls, stairs, gallery or quad.

**EEE. VISITATION.** Since The Citadel is state property, visitors are welcome to visit the College and those facilities that are not specifically intended for the sole use of cadets, faculty, and staff. Specific building regulations and the daily routine dictate authorized visiting hours.

#### **1. Cadets visiting cadets in barracks rooms.**

a. Cadets are not permitted to visit another cadet's room during Call to Quarters (MSP, ASP, ESP) except to conduct authorized official business or to study. Unit commanders will ensure proper monitoring of this through use of division inspectors.

b. Members of the Guard in the performance of official duties may enter a cadet's room at any time. If the room is unoccupied, the Guard must be accompanied by another cadet.

c. When cadets are under arrest, they may receive only those visitors carrying out official duties.

d. Visiting by cadets is prohibited after "last all-in of the day."

e. A cadet may not enter another cadet's room when the room is unoccupied.

f. Official and unofficial interaction between cadets of the opposite sex will be conducted with the door fully open. During periods between sunset and sunrise, the overhead lights will also be on. Cadets of the opposite sex cannot occupy the same piece of furniture together (e.g., a bunk or chair). This policy is also applicable when fourth class cadets and upper class cadets are in the same cadet room. Exceptions to the aforementioned policy include meetings with members of one class with no members from another class present or official meetings conducted by the cadet chain of command.

#### **2. Visitors in Barracks.**

a. No civilian visitors (including special students and alumni) may enter the barracks unless escorted by an officer or cadet and then only after permission has been obtained from the President, the Provost, the Commandant, or a Battalion TAC. Authorized civilian employees, other than custodians and barracks

employees, are to be escorted by a member of the Guard when their duties require them to enter the barracks. All noncadets entering the barracks will sign in and sign out even when escorted unless otherwise directed by the Commandant. Visitors are escorted by an officer or a cadet member of the Guard while in the barracks.

b. Out-of-state and local visitors may request information at Lesesne Gate or any barracks to ascertain the company or battalion assignment of any cadet. Visitors are afforded every courtesy and given correct information. Visitors may visit with cadets not attending class, military training, or specified official duties. Any request by a visitor for a cadet to leave the campus must be approved by the Commandant, TAC officer, or OC. The OC should only allow campus departures for emergencies and seek concurrence from a TAC officer.

c. Receiving Visitors. The reception/TV room in Mark Clark Hall is the official place to receive visitors. The cadet snack bar is also an authorized place where visitors can be entertained. Cadets are encouraged to show visitors the Library, Museum, Chapel, Mark Clark Hall, Jenkins Hall, and other points of interest on campus during visitation hours.

### **FFF. USE OF CITADEL BOATS**

1. During periods of General Leave, cadets who have been properly certified may check out boats from the Boat Center, using them properly on any waterway, with only those restrictions imposed by the officials of the Boat Center.

2. If a cadet has free time during the duty day, with no military or academic obligations, and if properly certified, he/she may operate a boat from the Boat Center on the Ashley River in the area north of the Ashley River Twin Bridges, and south of the North Bridge (Cosgrove Avenue Bridge). Cadets will not enter or use the Charles Towne Landing waterway. Operation of a boat in other than this area constitutes being AWOL.

## CHAPTER 4 - DINING HALL PROCEDURES

**A. GENERAL.** The cadet chain of command is responsible for the Corps of Cadets' seating assignments, conduct, general decorum, and meal counts to the Director of Dining Services. The chain of command is also responsible for ensuring the proper provision of all food and beverages at all meals to all cadets.

**B. RESPONSIBILITY.** The senior cadet officer present will be in charge of the cadet mess. In the absence of the Regimental Commander, the next senior cadet officer will assume responsibility until the Corps is dismissed.

1. Battalion and Company Commanders/Team Captains are responsible for their unit/team dining areas in the cadet mess and will ensure compliance with regulations.

2. The table Mess Carver (commander) for fourth class cadets will be a cadet officer or a junior class sword bearing NCO who has attended and completed the Commandant's Mess Carver Certification training. During the school year, fourth class cadets will be seated by themselves with the Cadet Officer Mess Carver being the only upper class cadet on the Mess. Mess Carvers for other than fourth class messes will be cadet officers, first class privates, or junior sword bearers, only. No mess with fourth class cadets assigned will have a private of the first, second, or third classes as the mess carver. Duty Team members that march fourth class cadets to mess will not sit with the fourth class cadets. Mess Carvers are responsible for the table manners and general decorum of each cadet assigned to their mess. Exceptions to this policy can be made only by the Commandant of Cadets.

**C. RULES OF THE DINING HALL.** The following general rules in the Dining Hall will be observed by all cadets:

1. When marching to the Dining Hall, formations will be dismissed (fall out) when the first cadet's foot reaches the Dining Hall steps. All cadets will then move rapidly into the Dining Hall.

2. As soon as cadets enter the Dining Hall, they will uncover and rapidly proceed to their assigned tables, place their hats and other garments, if any, on their chairs and remain standing "At Ease." Fourth class cadets are prohibited from bracing in the Dining Hall.

3. When all cadets are in the Dining Hall, the Regimental Adjutant will call Attention and salute the Regimental Commander. The Regimental Commander will take over the responsibility for the Corps meal time program. When attention is given, all talking will cease.

4. Cadets will not begin to serve food or to eat from any plate until the command "Rest" has been given by the Regimental Commander. Fourth class cadets may prepare their respective messes (pour milk, straighten table, etc.) before the moment of silence. When food is served the fourth class cadets on the mess will be given a normal portion of each item before the upper class cadets are served.

5. Good conduct and good manners at the table will be required at all times. The throwing of food or any articles, shouting, unnecessary loud talking,

pounding on the table, or any disorderly or improper conduct in the Dining Hall is prohibited. The recitation by fourth class cadets in a loud voice is expressly prohibited.

6. No cadet will touch articles belonging to another table without permission of the other table's mess carver.

7. The use of the public address system in the Dining Hall will be coordinated by the Cadet Regimental Adjutant.

8. When the Corps is called to attention, Cadet Commanders, Battalion SGMs and Company 1SGs will rise and supervise their areas until second rest. **When attention is given, all talking will cease.**

9. Cadets will remain at the table until second "Rest" is given except when acting in an official capacity. With the permission of the mess carver at each table, cadets may at this time leave the Dining Hall individually. **Mess carvers will not summarily dismiss their mess at second rest, but allow all cadets to remain and eat if desired.**

10. Removing food, other than small amounts for immediate consumption, or dining hall utensils/equipment, is prohibited.

11. Reading matter, except that necessary for the official conduct of Dining Hall business, will not be taken into the Dining Hall.

12. Cadets will not enter the kitchen area in the Dining Hall. At no time will cadets interfere with the PA system.

13. Cadets will sign for Dining Hall property which they break. The server will give a damage slip to the Mess Carver, who will require the responsible cadet to sign it.

14. Individual cadets, except members of the Guard, will not proceed to and enter the Dining Hall prior to the arrival of the Corps. Unless otherwise ordered the uniform will be the duty uniform.

15. Cadet Mess Carvers are responsible to ensure all members of their mess receive adequate amounts of all food items. No cadet will force or deny any other cadet to consume any type or quantity of food against their will. Failure to comply is considered hazing. Mess carvers will be held responsible.

16. The Mess Carver is in charge of the mess. Only the Mess Carver will cause fourth class cadets to give "mess facts" and the "mess facts" will be in accordance with the Fourth Class Manual (The Red Book). Additionally, the Mess Carver will not allow other cadets on the mess to yell at or harass fourth class cadets. All cadets will speak in a normal voice, and act with proper manners. Fourth class cadets will not be asked to tell jokes of any kind.

17. Visitors, except for visiting athletic teams and other individuals specifically authorized by the Commandant, are not permitted to take meals in the Cadet Dining Hall.

18. The Dining Hall is OFF LIMITS to all cadets except during regular or specially scheduled meals or when a cadet may have official business at the Dining Hall.

19. No weapons are allowed in the Mess Hall (i.e. M-14s, Rubber Ducks, bayonets or Summeral Guard Rifles).

**D. OPTIONAL MEALS.**

1. Evening Mess:
  - a. Monday through Thursday: Optional/Flexible mess for all upper class cadets (cadets desiring to attend may go between 1700 and 1930 hours)
  - b. Friday, Saturday and Sunday: Optional for all classes.
2. Saturday Breakfast: Optional or mandatory depending on scheduled events and will be reflected on the cadet training schedule.
3. Saturday Lunch: Optional for all cadets.
4. Brunch (1000-1300): Optional for all cadets.
5. The Cadet Regimental Supply Officer will provide the Food Director NLT 1200 hours Thursday with an estimate of the number of cadets who will eat weekend meals.

**E. COMPLAINTS AND THE MESS COUNCIL.**

1. Any cadet wishing to report unsatisfactory food or other conditions shall make such a report to the cadet in charge of the table, who shall report the facts to the Supply Sergeant. The latter shall report to the Battalion Supply Officer, who shall take the matter up with the Regimental Supply Officer. Serious matters shall be reported promptly to the Assistant Commandant for Administration.

2. The Mess Council will be the liaison between the Corps of Cadets, the Director of Food Services, and the Vice President for Finance. The following personnel are appointed as members of the Mess Council to assist and improve the day-to-day dining service.

- Assistant Commandant of Cadets for Administration-Chair
- Regimental Supply Officer
- Battalion Supply Officers
- Regimental Supply Sergeant
- Battalion Supply Sergeants
- Company Supply Sergeants

3. The Mess Council is charged with the following specific responsibilities:

- a. Reviewing the daily menus.
- b. Ensuring that the food served is of the highest quality and that the quantity served is adequate.
- c. Ensuring that cleanliness and sanitary standards are met.

4. The Mess Council will meet monthly with the Director of Food Services to consider the proposed menus and discuss such other matters as may be brought before it. Additional meetings will be held as necessary in order to carry out assigned responsibilities.

## CHAPTER 5 - INSPECTIONS

### A. GENERAL.

1. Commanders are responsible for what the unit does or fails to do. Inspections are one of the most important tools of command. Cadets will continually be inspecting or inspected. Inspections serve two purposes: first, to enable cadet officers and superior officers to determine conditions within the Corps; second, to set the standards the Corps is required to maintain. The form of these inspections is personnel in ranks, room and equipment, and special purpose inspections as directed by Cadet Commanders or by the Office of the Commandant. Cadets must always be prepared for inspections.

2. Cadet Commanders are responsible for the preparation of the unit for inspection. The Cadet Commanders must ensure that their subordinate Chain of Command understands the requirements and standards that must be achieved, that adequate preparation time is allowed, and that subordinates are properly supervised to ensure a successful outcome. Should the Unit Commander determine that a unit or a cadet's preparation is inadequate for a designated inspection, the Cadet Commander may require that additional inspections be completed before authorizing general leave. These additional inspections may not exceed two hours in duration and need to be approved by the Unit Battalion Tactical Officer. At the conclusion of an inspection, the Cadet Commanders should assemble the units and inform them of their strengths and weaknesses.

### B. DAILY INSPECTIONS.

1. Common Area Inspection. The Battalion Commander is responsible for the overall appearance of the assigned barracks. Company Commanders are in turn responsible for the appearance of their assigned unit areas, to include the quadrangle, galleries, stairwells, and sallyports. The Commander will designate subordinate members of the Chain of Command to accomplish these inspections. The members of the Battalion Guard, as representatives of the Battalion Commander, will continuously ensure the proper police of the quadrangle and areas directly adjacent to the barracks.

2. Morning Room Inspection (MRI). MRIs will be conducted between 0800 and 1100 hours. Each morning the designated Room Orderly will ensure the room floor is swept and all furniture, fixtures, and equipment common to the occupants are clean. Cadets will arrange their own furniture, clothing, equipment, and any other personal articles in accordance with Chapter 3 of this Book. Unit Commanders will ensure that their subordinate Chain of Command (division inspectors) inspect cadet rooms regularly to ensure they conform to regulations and meet standards. MRI consolidated reports will be forwarded to the Commandant's Department via the unit commander and company TAC Officer. **Cadets will not be in bed during the MRI period.** TACs and/or Company Officers will routinely spot check MRIs. Cadets absent on guard, leave, or Special Orders, including in-season Corps Squad, will leave their rooms in "Strict MRI" order, to include proper arrangement of items in desk and half-press drawers.

3. Formation Inspections. Formations are mandatory for all cadets. All cadets will be inspected in ranks at each formation by the Cadet Chain of Command to ensure they conform to uniform, equipment, and grooming standards as set forth in these regulations.



**C. FRIDAY AFTERNOON INSPECTION (FAI).** FAIs are formal inspections conducted in accordance with the published training schedule. These inspections are usually before a scheduled Parade on a Friday afternoon. These inspections will include personal appearance and arms. Time is a consideration for these inspections as Parade will start on time as published on the Training Schedule.

**D. SATURDAY MORNING INSPECTION (SMI).** SMIs are formal inspections conducted in accordance with the published training schedule. These inspections will include personnel, rooms, arms, equipment, and common areas of the barracks. Unless otherwise designated by the Commandant, these inspections are conducted by the Tactical Officers. During the academic year, one SMI will be designated the Commandant's Inspection and one the President's Inspection. Cadets absent on guard, leave, or Special Orders, including in-season Corps Squad, will leave their rooms in "Strict MRI" order, to include proper arrangement of items in desk and half-press drawers. The cadet room orderly will be responsible for the proper cleanliness of room.

**E. MUSTER INSPECTION.** All cadets are required to be in the designated uniform and conform to the established grooming regulation when they report for duty following Thanksgiving Extended Leave, Christmas Furlough, Spring Extended leave, and Summer Furlough.

**F. UNIT HEALTH AND WELFARE INSPECTIONS.**

1. General. Cadet Commanders may conduct cadet unit Health and Welfare Inspections when reasonable suspicion (see page 16, para C.5.c for definition) exists that the College Regulations have been violated with regards to alcohol, thefts, drugs, other illegal substances, or contraband existing in the cadet barracks or automobiles.

2. Authority. **Cadet Commanders (Company or above) must first secure the permission of the Commandant, or his representative through the cadet chain of command (Battalion or Regimental CO.) before conducting a Health and Welfare Inspection.**

3. Special Instructions. When conducting a Health and Welfare Inspection, the cadet commander must ensure that the unit is accounted for, and when possible/practical, all cadets of the unit are present for the inspection. The chain of command of the unit being inspected will be present to ensure that the cadets' property, privileges and rights are not violated by insufficient or improper inspection procedures.

**G. SEARCHES.** Searches of cadet rooms, property, and/or automobiles will be done only after obtaining permission from the President of the College, Commandant of Cadets, or the Assistant Commandant for Discipline.

**H. COMMAND INSPECTIONS.** Cadets are subject to daily personal inspections and barracks inspections at any time by their Chain of Command, designated representatives of the Commandant's Office, and Officers of the Guard. Automobiles are subject to inspection at any time on campus or on school-controlled property.



## CHAPTER 6 - CADET UNIFORM POLICIES

### A. GENERAL.

1. **Authorized Articles of Uniform:** The Citadel Uniform is composed of articles of dress issued by the Cadet Store or approved by the College Uniform Board, Commandant, and President.

2. **Uniform Wear:** Proper wear of the uniform is a basic building block for both discipline and respect. Proper wear of uniforms is expected of cadets and leaders, as well as members of the guard who are expected to make on-the-spot corrections when instances of improper wear are noticed.

3. **Uniform Standards:** Cadets will wear all uniforms in a manner that reflects pride in themselves and in the Corps of Cadets. When conflicts occur as to which uniform is to be worn, the regulation requiring the higher uniform applies.

a. Uniforms will be clean, pressed if appropriate, and kept in a good state of repair at all times.

b. Leather and brass articles will be shined.

c. Uniforms will not be worn mixed with civilian clothing nor worn by noncadets.

d. Cadets may not be improperly dressed in doorways or windows. Doorways and windows are defined as within the swing of the door or window. Cadets indecently dressed in their rooms must not be visible to persons outside of the barracks or in the sallyports.

e. Shirts and trousers will be worn with all buttons and zippers fastened. Field Jackets will be completely zipped.

f. **Chains and Jewelry:** The wearing of a wrist watch, a wrist identification bracelet, and not more than two rings is authorized. Fad devices, earrings on males, vogue medallions, colored bracelets (e.g. "Livestrong"), personal talismans, chains, sea shell style beach necklaces or amulets are not authorized. Religious/medical tags may be worn if they are covered by the undershirt and are not visible.

g. Upper class women may wear small post-type earrings for specific occasions only, e.g., receptions, hops, leave, etc. The earrings will be unadorned, spherical, gold, silver, diamond, or pearl and not larger than 1/4 inches (6 millimeters). Earrings will fit snugly against the earlobe and will be a matched set with only one earring per ear.

h. **Tattoos.** Visible tattoos or brands on the neck, face, or head are prohibited. Self-Branding is strictly prohibited. Branding others will result in a Hazing pull and possible expulsion. Tattoos on other areas of the body that are prejudicial to good order and discipline (i.e., extremist, racist, sexist, gang style tattoos, etc.) are incompatible with Citadel values. Additionally, any type of tattoo or brand that is visible while wearing a duty uniform and detracts from a proper, professional, cadet appearance is prohibited. Violations of this policy may be grounds for non-acceptance and/or dismissal from The Citadel as Conduct Unbecoming a Cadet.

i. **Body Piercing.** Cadets will not attach, affix, or display objects, articles, jewelry or ornamentation to or through the skin/tongue while in uniform or in civilian clothes. This does not change the policy for female earrings described

in item g. above.

j. **Cosmetics:** Upper class female cadets may wear conservative cosmetics. Moderate makeup, to include lipstick, eye makeup, and blush is acceptable. False eyelashes, excessive mascara, and garish colors are not authorized. Only clear fingernail polish is authorized in uniform.

k. **Uniform at Athletic Events:** The appropriate uniform will be worn at all athletic events. Nonstandard uniform items will not be worn with uniforms (e.g. Citadel baseball hats). McAlister Maniac shirts may be worn only to Citadel Basketball games. Cadets wearing this shirt will wear a field jacket over the McAlister Maniac shirts when walking to/from McAlister Field House. Any other exceptions to the standard uniform policy must be authorized by the Commandant.

l. **Extracurricular or Unique Corps Activity Uniforms:** Uniforms worn by cadets of all classes for unique activities (e.g., Summerall Guards, Bond Volunteers, Rifle Legion, Debating Societies) will be standard uniform combinations that relate to the specific activity. For example, the Bond Volunteer Aspirant's uniform for training could only be PTs or duty-the same standard exists for the Summerall Guards, the cadet training cadre, etc. Exception to this regulation can only be granted by the Commandant of Cadets.

m. Heel and sole dressings will not be applied to any uniform article. The heels and soles of the military style black leather shoes may be dressed using **water based** Heel and Sole Dressing only.

n. Cadets in uniform, outdoors, do not chew gum, consume food or drink, use tobacco in any form, or carry open food, either on or off campus.

o. All female cadets, of all four classes, may wear the appropriate uniform skirt on leaves and furloughs, as well as at specified functions, e.g., receptions, or hops, and as directed by the Commandant of Cadets. Female cadets will wear the same uniform as male cadets at graduation.

**p. The Physical Training Uniform (PTs) has two recognized purposes: the uniform for both unit and individual physical training; and as an alternative uniform when specifically designated by medical authorities. PTs will not be used as a uniform of convenience, or for the purpose of avoiding wear of a more appropriate uniform, e.g. duty. PTs will only be worn for sports and fitness purposes except when authorized by medical authorities. Specifically:**

(1) **PTs are not worn in classroom or administrative buildings. Individuals other than the Commandant and President do not have authority to authorize wear of PTs in classrooms, labs, administrative areas, Mark Clark Hall or Munnerlyn Snack Bar, except for medical reasons.**

(2) **PTs are not worn outside of barracks after 1950 hours.**

(3) **PTs, or other uniforms that have been worn while recently participating in physical activity, will not be worn in the Dining Facility. Because freshmen have a established evening meal formation, and intramural play may interfere with that formation or evening mess, freshmen cadets participating in intramural events may be excused from the prohibition of this**

**paragraph on a case-by-case basis. If freshmen do not have sufficient time, 20 minutes or more, to shower and change uniforms after an intramural game without missing evening mess formation, they may enter the Dining Facility in PT uniform, as a team group.**

q. Any authorized uniform, with the exception of PTs or other uniforms used for physical training, is allowed in the Dining Facility for evening meals or meals during periods of General Leave, unless a particular uniform is specified for the meal by the Commandant.

r. Blazer uniform will not normally be worn in the Dining Facility during breakfast and/or lunch meals. Exceptions may be granted by Special Order, e.g., teaching-track cadets participating in student teaching or others participating in an internship.

3. **Leave Uniform:** The uniform for departing and returning from all leaves is the seasonal leave uniform, with the exception of the blazer, which may be worn by designated cadets. Cadets may not wear civilian clothes on General Leave. Cadets will depart and return from Weekend and Overnight Leave in the seasonal leave uniform. No cadets on Weekend or Overnight leave are authorized to wear civilian clothes within 25 miles of The Citadel while on any leave or pass. Seniors and Juniors (once granted the privilege) may wear the Blazer uniform on Weekend or Overnight leave. Cadets authorized wear of the Blazer uniform may also wear it when on Charleston Passes or 'Business Passes.'

a. For cadets going to the beach, the appropriate beach wear may be worn after crossing the Ben Sawyer Bridge enroute to Sullivan's Island or Isle of Palms, Isle of Palms Connector to the Isle of Palms, and after crossing the Folly River Bridge to Folly Beach. Beach wear will not be worn beyond these points when returning. Cadets departing campus by boat from The Citadel Boating Center may depart in a swimsuit. If a shirt or outer garment is desired, only Citadel PTs are authorized.

b. Cadets may not wear civilian clothes in academic buildings to include Bond Hall.

c. Cadets authorized to observe periods of drill or ceremonies (ushers, escorts, etc.) wear the same uniform as the Corps.

d. For all furloughs, upper class cadets may depart from and return in civilian clothes. Fourth class cadets depart and return in seasonal uniform.

#### 4. **Guard Uniform**

a. Members of the cadet guard will routinely dress in duty uniform, with white garrison cover, white gloves, white waist belt and name tag. The officers of the guard will wear a sword belt with sword.

b. When the Corps of Cadets is specified to wear a more formal uniform, the members of the cadet guard will be attired in a uniform of at least the same formality as the Corps. Officers of the guard will wear a sword and sword sling with uniforms other than duty.

c. Members of the cadet guard serving at designated entrance gates to the campus will wear reflective vests during periods of reduced visibility.

5. **Barracks Attire:** Cadets will be decently attired at all times when outside their rooms. Bath uniform or shirt and athletic shorts are required as a minimum.

See Chapter 7, The White Book for details.

## **B. WEARING OF THE UNIFORM.**

1. Whenever a uniform is worn outside of the barracks, headgear will be worn with the exception of the PT uniform and blazer uniform. This includes ushers, road guards, etc. Events not requiring headgear will be approved by the Commandant.

2. **Dress Cap, Black and White:** Squared on head, cap visor two fingers above bridge of nose. The garrison/overseas cap will not be painted with heel and sole or substitution thereof. Additionally, the garrison cap will not be altered, crushed, pinched or modified in any way from the original issue state. Covers will be worn at all times when outside the barracks and wearing a uniform which requires a cover. Exceptions only as approved by the Commandant.

3. **Full Dress Hat (Shako):** Worn squarely on head, visor two fingers above bridge of nose. Chin strap worn directly BELOW lower lip. Pom-pom or plume bent forward to make a 15 degree angle with the vertical. The pom-pom will not be altered in any manner (shaved, painted, heel & sole, etc). It will be worn as issued.

4. **Field Cap:** Approximately three fingers above right ear, two fingers above right eyebrow. Cap will form a straight silhouette from front to back--not crushed or peaked at each end. Proper rank (if any) centered and back one inch from front edge on cap's left side. When inside, the narrow edge of the field cap will be inserted under the belt (not folded over) on the right hip (not in the back pocket).

5. **Gray, Cotton Short Sleeve Shirt:** Buttoned completely except for the neck. Black plastic name tag at top edge and centered on right flap of shirt pocket. Black shoulder tabs worn by cadet officers. Shirt tucked into trousers with fold at sides and folded to the rear. "Gig line" straight. No pencils showing or unsightly bulges in pockets. Black shoulder tabs worn by cadet officers will not be painted with heel and sole or substitution thereof.

6. **White Short Sleeve Shirt:** Same as gray cotton shirt, but with blue shoulder boards properly affixed. Shoulder boards will show proper class stripes and rank and be in good repair. Rank will be centered on shoulder board. Black name tag will be worn the same as on gray cotton shirt.

7. **Gray Dress Coat:** Properly tailored. White collar insert clipped in place, **1/8 inch** showing above coat collar, overlapping approximately **1/2 inch** at the ends, starched and clean. Coat properly zipped and collar fastened. When seated, cadets may unzip lower bottom of coat. Proper class stripes and chevron sewn to sleeves. White cuffs inserted and pinned in sleeves, **1/4 inch** showing.

8. **Full Dress Gray Coat:** Properly tailored. White collar insert clipped in place, **1/8 inch** showing above coat collar, overlapping approximately **1/2 inch** at the ends, starched and clean. Coat buttoned and collar fastened. Proper class stripes and chevrons sewn to sleeves. White cuffs inserted and pinned in sleeves, **1/4 inch** showing.

9. **White Dress Coat:** Properly tailored. Coat buttoned throughout and collar fastened. Blue shoulder boards depicting class and rank worn through shoulder loops. "S.C." devices worn on each side of collar, centered and one-inch back from forward edge.

10. **Trousers, Regular Rise:** Gray and white. Worn with black web belt, brass buckle and tip. Belt tip showing to left of buckle and just past buckle. Trousers

properly tailored in waist and seat, and of sufficient length to touch shoes in front and no higher than 3/4 inches above top of heel in back. Black web belts will not be painted with heel and sole or substitution thereof.

11. **Trousers, High-Risers:** Gray and white. Properly tailored and fitted as in paragraph 10, above. Trousers must be worn higher on waist (just under rib cage) to make them fit properly.

12. **Skirts, White or Gray, Regular:** Properly tailored. No shorter than 1 inch above knee or longer than 2 inches below center of the knee of the wearer. Worn with dress, full dress, summer leave.

13. **Skirts, Formal:** Properly tailored waist to ankle length. Worn with full dress only.

14. **Shoes, Pump:** Each female cadet will have 1 pair of black patent leather or corfam pump shoes with heels not to exceed 1-1/2 inches.

15. **Black Oxford Shoes:** Each cadet will have 2 pairs of fully serviceable, properly shined, in good repair, rubber heels, corfam or leather shoes. Must be smooth leather and plain toe. All classes may wear corfam shoes to all activities (including drill) except inspections, formations, and parades.

16. **Field Jacket, Gray:** Proper fit. Worn over gray cotton shirt or McAlister Maniac shirt, when prescribed. Will be worn completely zipped. Black shoulder tabs are worn by cadet officers. The Citadel seal worn on left shoulder sleeve and the class numeral on the right. The company tab is on left shoulder over Citadel seal and the name tab is on the right chest. The jacket will not be worn with the summer leave uniform. The bottom of the field jacket will not have the elastic removed or altered.

17. **Overcoat:** Proper fit. Buttoned, muffler worn inside overcoat, left end over right end. Proper class stripes and rank chevrons will be worn. The muffler will not be modified.

18. **Raincoat:** Proper fit. Top button of cape always buttoned. Dress cap with proper rain cap cover will always be worn when raincoat is prescribed.

19. **Purse** (optional for female cadets): Back, military style with or without shoulder strap, no larger than 8.5 X 11 inches.

20. **Undergarments:**

a. Brassieres and underpants: Brassieres and underpants may be white, black, or other neutral colors that are not readily apparent when worn under the uniform. Females will wear brassieres and underpants with all uniforms.

b. Drawers: Either brief or boxer style drawers in white, black, or other neutral colors, that are not readily apparent when worn under the uniform, are authorized for wear. All males will wear drawers with all uniforms.

c. Undershirt, white, crew neck: All cadets will wear the white crewneck undershirt with the Duty, Summer Leave, Dress, Full Dress, and White uniforms. Males are also required to wear the white crewneck undershirt with the Blazer uniform.

d. Undershirt, brown, AG shade 436: All cadets will wear the brown undershirt with the Battle Dress Uniform.

e. Shirt garters: First, Second and Third Class cadets are authorized to wear an unspecified number of shirt garters with duty or leave uniform if desired. Fourth Class cadets may wear no more than one pair (two) of shirt garters with the cadet uniform. Wear of shirt garters is optional for all classes.

21. **Socks:**

a. Socks, dress black: Black dress socks are worn with the black oxford dress shoes.

b. Stockings, sheer: The stockings are sheer or semi-sheer, without seams, and of tones complementary to the wearer's skin tone. No patterned or pastel stockings are authorized while in uniform. The stockings are worn by females with the Dress, Full Dress, or Summer Leave Skirt and Blazer uniforms. As an option when wearing the Blazer slacks, females may wear black socks with the black oxford shoe.

c. Socks, athletic, white. White socks are worn with athletic shoes as part of the Physical Training Uniform (PTs).

22. **Battle Dress Uniform (BDU):** Consists of a camouflaged jacket and trouser ensemble with military black boot, camouflaged cap and brown undershirt. Accessories are as prescribed in the White Book, Chapter 7.

a. Cadets will maintain the Battle Dress Uniform issued by the Cadet Store throughout their time as a member of the Corps of Cadets. When the Training Schedule specifies wear of "BDUs/ACUs", uniforms issued by the Cadet Store will be worn.

b. Cadets who are members of service components and who have been issued or procured service-specific utility uniforms may maintain such uniforms in their rooms and wear them for service-connected activities. There are no restrictions on the wear of service-specific utility uniforms/field clothing in the Dining Facility, except when said uniforms are used for physical training.

23. **Physical Training Uniform (PTs):** There are two seasonal uniforms. Summer PTs consist of Citadel blue T-shirt, Citadel blue shorts, crew socks, and athletic shoes. The Winter PTs consist of Citadel blue sweatpants and shirt with hood. Optional items include: gloves, Citadel watch-cap, and Citadel long-sleeve blue shirt. All cadets will wear reflective belt during hours of darkness. For Intramurals, cadets will wear seasonal PT Uniform. Company athletic shirts may be substituted, and cadets may wear any "Citadel" ball cap; while participating in the intramural activity.

24. **Blazer Uniform:** Navy blue blazer, single breasted with three Citadel buttons, patch pockets with flaps, notched lapels, open vent sleeves with two Citadel buttons, and center vent in back with the Citadel shield sewn on the left breast pocket. The blazer, grey trouser(s)/skirt(s) and the shirts/blouses will be purchased from the Tailor Shop. No Civilian items may be substituted. The shirt/blouse will be white/light blue. Men will wear an authorized Citadel tie sold in the Cadet Store/Gift Shop. Women will wear the white blouse. Only the top button of the blouse may be undone. No tie/scarf will be worn with the blouse. The shoes will be black oxford dress shoes and gray or black socks. Black pumps (1-1/2 inch heel) with nude or off-black panty hose will be worn by the female cadets.

25. Shoulder Boards, Belts, and the Black Garrison Cap will not be painted with Heel and Sole enamel or liquid shoe polish.

26. **Bathrobes.** Cadets will not alter bathrobe issued by the Cadet Store by marking on it or removing the sleeves. The bathrobe will be maintained in proper condition.

**C. See Chapter 7 in the White Book for further discussion regarding uniforms.**

## CHAPTER 7 - DISCIPLINE

### A. GENERAL.

“Discipline is that training which makes punishment unnecessary.” The Commandant has primary responsibility for the Cadet Disciplinary System and administers the system through the Assistant Commandant for Discipline. The cadet discipline system exists to maintain good order and discipline within the Corps of Cadets. The system is both developmental and correctional in nature. Cadets learn to live within the standards of behavior necessary to support the requirements of cadet life. They also learn how to support, enforce, and administer a disciplinary system through corrections, counseling, and punishment. The system creates an environment so that each cadet may further develop a sense of duty, strengthen self-discipline to live within the spirit of all regulations and directives regardless of the origin, and accept responsibility for his or her actions. The obligations, standards, authorizations, and privileges described by cadet regulations provide cadets opportunities to demonstrate their level of responsibility and performance. The discipline system provides for counseling, reprimand, punishment, remediations, and conduct reviews. When corrective action is necessary, the tactical chain of command furthers the cadet chain of command’s understanding throughout the discipline process on how individual behavior impacts on the command climate of a cadet unit.

### B. SPECIAL PROVISIONS

Removal from Corps Squad, Club Sports, and Extracurricular Activities. Members or managers of corps squad teams, club sport teams, or other extracurricular activities will be removed from all activities in accordance with the subparagraphs 1. through 3. below. All team activities include meetings, practices, training, competitions, social functions, and any other team-related activity. Extracurricular activities include but are not limited to, all organized cadet activities under the supervision of the Director of Cadet Activities. The following procedures are in effect for cadets removed from Corps Squad, Club Sports or Extracurricular Activities:

1. If a cadet is found in violation of a Class I offense or suitability hearing with a suspension or dismissal held in abeyance, the cadet will be reported by the Tactical Officer with a recommendation to the Commandant. The Commandant will then consider all the evidence in the case and forward a recommendation to the President.
2. A cadet who is recommended by the Commandant to the President for suspension or dismissal due to conduct deficiency may be temporarily removed from all team and extracurricular activities until the President has made a decision and/or the appeal process is complete. The Commandant may also direct similar removal for cases of suspension or dismissal recommended with abeyance.
3. A cadet who is found guilty of an honor violation by the Honor Court will be suspended from all team and extracurricular activities. In the event that a cadet appeals an Honor Court decision, the suspension will remain in effect until the appeals process is complete.



### **C. CONDUCT DEFICIENT.**

1. A cadet is considered conduct deficient if one of the following conditions applies:
  - a. Punishment Order - Cadets receiving punishment for Class I, II or III offenses which award demerits along with tours or confinements.
  - b. Excessive Class Absences which award confinements or tours.
  - c. Excessive Demerit List - Exceeding monthly allotment of demerits.
  - d. Placed on restriction by the President, Commandant or other official of the college.
2. Cadets who are Conduct Deficient:
  - a. Are restricted to campus until all the ordered punishment is served and certified by the duty team officer.
  - b. Are not authorized Charleston Passes, Overnight Leaves, or Weekend Leaves.
  - c. May not receive their diploma, an honorable discharge, or transfer to special student status.
  - d. May not hold rank if tours are awarded.
3. Cadets who are repeat or habitual offenders will be considered for Suitability Board actions and company transfer.
4. Cadets not able to complete their assigned punishment prior to their scheduled graduation will receive their diploma by mail only after making arrangements with the Commandant for completion of the punishment (after scheduled graduation) and actually completing the punishment.

### **D. DELINQUENCY LISTS (DL).**

1. The DL is a weekly and monthly compilation of demerits and merits for cadets assigned to a cadet company or battalion staff.
2. The DL shows the cadet's name, CIT number, academic class, and the source of all demerits and merits received during the specified period of the report.
3. The DL is published each Tuesday and distributed to the cadet's company or battalion staff where it is displayed on the unit bulletin board.

### **E. MERITS.**

1. Merits are awarded to cadets for outstanding performance of duty, personal appearance, or room appearance. Merits are not awarded for merely meeting standards or for the specific purpose of offsetting previously awarded demerits. Merits will be awarded by submission of a Performance Report (PR).
2. The schedule of merits is at Annex A.

### **F. CADET OFFENSES.**

1. A cadet who commits an act off-campus that reflects adversely on The Citadel or the Corps of Cadets may be punished as if the act had been committed on-campus if the alleged misconduct violates the cadet disciplinary code and the act creates the following conditions:
  - a. Potentially endangers the health, safety, or welfare of members



of the campus community, or

b. Potentially places college property at risk of damage, loss or destruction, or

c. Occurs at a time when the cadet represented the College in an off campus activity, or

d. Involves conduct that charges one or more of the following: a felony act; a crime of moral turpitude; an act of violence; an act that involves the possession, use or sale of an illegal drug or alcohol; or, an act involving racial or sexual harassment.

2. The offenses for which a cadet may be punished are divided into three categories as follows: The maximum punishment for each offense is shown in the Punishment Table at Annex B.

a. **Class I Offenses.**

(1) **Expulsion** from the College may be the punishment for the following offenses:

(a) knowingly making a false oral or written statement in response to an oral or written requirement from an individual or officer of the College authorized by position or functions to place such a requirement;

(b) commission of any act which is a felony under the laws state, the United States, or any other jurisdiction;

(c) conviction of a violation of the Cadet Honor Code;

(d) violating The Citadel's drug policy as outlined in paragraph 19. above;

(e) tolerating (d) above;

(f) hazing as defined in Section IV, paragraph 13.a;

(g) commission of any act of a vicious or immoral nature unbecoming to a cadet.

(h) sexual assault or attempted sexual assault.

(i) sexual harassment (as defined in Section IV, paragraph 13.b).

(j) serious sexual activity on and off campus. (Cadets may not engage in serious sexual activity on campus. Serious sexual activity may include oral sex, sexual intercourse, or public display of nudity or partial nudity. Cadets may not engage in serious sexual activity off campus between fourth class and upper class cadets.).

(2) **Dismissal** from the College may be the punishment for the following offenses:

(a) disruptive alcohol related behavior, bringing intoxicating beverages onto the campus (as defined in Section IV, paragraph 2), or the possession of intoxicating beverages on the campus (as defined in Section IV, paragraph 2), except as otherwise authorized herein;

(b) disobedience of the lawful command of or an act of disrespect toward any superior officer or official of the College;

(c) breach of arrest;

(d) accumulation of more than the semester or annual allowable number of demerits;

(e) any threat to or act against the person or property of another, the effect of which tends to intimidate or influence the enforcement of the rules and regulations of the College;

(f) discharge or possession of firearms on campus (as defined in Section IV, paragraph 2.) except under proper supervision on authorized ranges;

(g) the commission of any act unbecoming to a cadet and/or one which would tend to bring discredit upon the institution or to the uniform.

(3) **Suspension** from the College may be the punishment for the following offenses:

(a) insubordination or disorderly conduct;

(b) drinking, possessing, or trafficking in intoxicating beverages in such a manner and under such conditions as to reflect discredit upon the College or the Corps of Cadets but not involving such beverages in the barracks or on campus;

(c) demonstrating or exhibiting disrespect to a member of the guard in any way, disobeying a lawful order of a member of the guard, or interfering in any way with a member of the guard in the proper discharge of duty;

(d) challenging another cadet in a verbally abusive or physically threatening manner for actions taken while in the discharge of duties;

(e) sexual harassment (as defined in Section IV.13. b. except as defined in Section V, paragraph 5.a.(1)(i) above).

(4) The Commandant of Cadets may award up to and including 60 demerits and 120 punishment tours for other offenses not enumerated above but considered serious violation of good order and military discipline.

## **G. EXPLANATION REQUIRED IN WRITING (ERW).**

1. Any cadet who is accused of an offense for which a Performance Report (PR) has been written may provide a written explanation of the circumstances surrounding the alleged offense. There will always be a reason for an offense, but, in most cases, the reason will not excuse the offense. Reasons which are determined to be beyond the control of the offending cadet or extenuating circumstances are taken into consideration when determining the appropriate punishment. These written explanations are known as ERWs and are submitted using CC Form 54 (Chapter 11, White Book). **All ERW's are due to the Commandant's office no later than 24 hours after receipt of the PR. Those which have not been turned in will be adjudicated and published in the next Punishment Order.**

2. No cadet will prevent any other cadet from writing an explanation of the circumstances surrounding an alleged offense. Any cadet in a leadership position who implies that another cadet should not provide an explanation on the ERW will be placed on report for intimidation.

3. The maximum punishment which may be imposed for a particular offense is shown at Annex B.

## **H. PERFORMANCE REPORTS - CC FORM 53 (PR).**

1. General

a. Violations or suspected violations of regulations on the part of cadets are reported on a Performance Report (PR). The details or facts surrounding

the report of an offense are most frequently determined through an Explanation Required Written and face-to-face sessions between the accused and the chain of command and TAC Officers.

b. Any member of the faculty, staff, commissioned or non-commissioned officer, or cadet rank-holder may complete a Performance Report (PR) alleging disciplinary violations against a cadet for violations of the *College Regulations*, *Blue Book*, or other applicable regulations. *A PR shall describe with reasonable particularity the conduct of the accused cadet, and shall be delivered to the Commandant's Department.*

c. A PR should be submitted as soon as possible after the event takes place, preferably within one (1) week of the alleged disciplinary violation. Prior to the issuance of a PR, however, the Commandant, or his or her designee, may conduct an investigation to determine if allegations of disciplinary violations have merit. If the Commandant concludes the charges are without merit, such disposition shall be final and there shall be no subsequent proceedings. *If the charges are not admitted, the investigating officer may issue or recommend issuance of a PR, and may later serve in the same matter as a member of a Hearing or Commandant's Board. In no event, however, shall a PR be issued later than one year after the event takes place.*

d. All Performance Reports shall be recorded by the Commandant's Office and, on the next duty day, presented to the Accused Cadet. Within twenty-four (24) hours of receipt of the PR, the Accused Cadet shall sign and return to the Commandant's Department the Performance Report, and also an Explanation Required Written (ERW), if the cadet disputes any allegation in the Performance report. If the cadet admits violating institutional rules, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

e. For Class II and Class III offenses, if the Accused Cadet fails to return the PR and ERW within twenty-four (24) hours, *the charges shall be deemed admitted and punishment shall be imposed, in the discretion of the Commandant.*

## **2. Processing of a PR.**

a. In cases where the PR is being written for an offense which may be corrected on the spot, a PR is not required but may be submitted at the discretion of the observer. PRs are also not required for Class III Offenses but may be submitted at the discretion of the observer. PRs are required for Class I and II Offenses and are used to reward outstanding performance with merits.

b. If it is determined that a PR is required, then the reporting official, if practical, will inform the cadet, fill out the PR, and immediately forward the PR to the Commandant's Office. The Commandant's Office will record the PR and, in the case of the PR being for improper conduct, forward it to the offending cadet the next duty day. PRs submitted for merits will be posted to the cadet's record, and no further action is required.

c. Upon receipt of the PR, the offending cadet will either sign the front of the PR acknowledging the offense or attach an Explanation Required in Writing (ERW) and forward the PR/ERW to the Cadet Company Commander. Cadets desiring a Commandant's Board or Hearing will so state on the ERW.

d. The Cadet Company Commander will review the PR/ERW, note the punishment decision on the PR or the ERW and forward it to the Assistant Commandant for Discipline through the Cadet Battalion Commander and TACs. Tactical Officers may be used as investigating officers on Class I and II offenses at

the direction of the Commandant. Company Commanders will brief daily Class I and II status to the Battalion/Company Tactical Officer. The Tactical Officer may make specific recommendations for punishment to the Assistant Commandant for Discipline.

e. The Assistant Commandant for Discipline will review the Class I or II PR/ERW and either assign punishment (Class IIs or Class IIIs) or make a specific punishment recommendation to the Commandant for a recommendation that a Commandant’s Board or Hearing be convened to recommend punishment.

(1) A cadet requesting a hearing has the option of personally presenting the case before the hearing officer or allowing the ERW to stand as his/her defense. Cadet Company Commanders and other members of the accused’s chain of command should attend the Hearing whenever possible. Hearings will be conducted in accordance with Chapter 11, White Book.

(2) The Assistant Commandant for Discipline will review all Class I and II punishments prior to publication. This review will be for the purpose of ensuring compliance with the provisions of this Chapter and to note consistency of punishment and disciplinary trends. Final decision on punishments will be made by the Commandant when an issue of inconsistency is raised.

f. Matrix for depicting sources of discipline and timeliness of punishment results:

Offenses	DL Weekly/Monthly	Excessive Demerit List	PO	Hearing	Commandant’s Board		Conduct Review Board	Suitability
Class I-ERW Due after 24 hours	NA	NA	Tues Wkly	72 hrs*	72 hrs*	50% of semester demerits	75% of semester demerits	100% of semester or Annual demerits**
Class II-ERW Due after 24 hours	NA	NA	Tues Wkly	72 hrs*	72 hrs*	NA	NA	NA
Class III-ERW Due after 24 hours	W/M	Monthly (excessive D’s to tours)	NA	NA		NA	NA	NA

## I. PUNISHMENTS.

### 1. Demerits.

a. Demerits are punishments awarded either separately or in conjunction with other punishments, such as tours or confinements. They are awarded for offenses shown at Annex B. Demerits accumulate by month and semester and are not affected by amnesty. Cadets who exceed the authorized demerit totals shown below are subject to disciplinary action and counseling as discussed in subsequent paragraphs.

b. The number of demerits a cadet is allowed to accumulate without further penalty is based upon the academic class of the cadet. Limits are:

<u>Academic Class</u>	<u>Month</u>	<u>Semester</u>	<u>Year</u>
Fourth	30	120	240
Third	25	100	200
Second	22	90	180
First	20	80	160

c. Fourth class cadets do not start accumulating permanent demerits until 1 October.

d. A cadet exceeding an authorized monthly demerit total is declared Conduct Deficient. In addition, the cadet is assigned one punishment tour for each demerit over the authorized total, less those demerits awarded as a result of Class I or II Punishment Orders. Rank holders declared Conduct Deficient lose their rank.

e. When cadets exceed 75% of authorized semester demerit total, they appear before a Conduct Review Board (CRB). The CRB is composed of the Company Tactical Officer and the Cadet Company Commander. The purpose of the CRB is to determine whether the cadet should be referred to the President for appearance before a Suitability Board (SB).

f. When cadets exceed an authorized annual demerit total, they will be required to appear before a CRB and a SB.

g. **Cadets that are not present during the first semester (overseas study/suspension/dismissal/medical leave) will have their second semester demerits treated like annual demerits. third class cadets in this category will be excess for the year at 100 demerits, second class cadets at 90 demerits, and first class cadets at 80 demerits.**

## 2. Restrictions.

a. Restrictions are automatically awarded to cadets who are assigned cons or tours for the period of time in which they are serving cons or tours. Restrictions may also be awarded separate from other punishments but not in addition to demerits, work, cons, or tours.

b. Restriction to the limits of the campus is imposed on cadets who are Conduct Deficient. Restricted cadets may leave the campus only if placed on Special Orders or if granted a Special or Emergency Leave.

c. Conduct Deficient cadets are required to initial restriction sheets in their respective duty rooms during the 10-minute period preceding each hour of restriction. This requirement is intended as a check that restricted cadets remain on campus during their restriction. Restricted cadets who fail to sign in within the specified time period are reported as AWOL by the respective duty team member.

d. The Company Commander is responsible for ensuring the Restriction, Tours, and Confinements sheets are turned in to the cadet Battalion Adjutant, who will ensure proper completeness prior to forwarding them to the Battalion TAC by 0800 Monday and Thursday morning.

e. Restriction sign-in is required on Wednesday from 1500 to 1900, on Friday 1800 to 0100; on Saturday from 0800 to 0100; and on Sunday from 0800 to 2000.

f. A cadet's initials on the restriction sheet indicates understanding of restricted status and that the cadet was present on campus that day during that time prior to sign-in, unless excused by proper authority.

g. Cadets must be in a proper uniform when signing restrictions **(e.g. duty, leave, uniform of the day)**. Mixed uniforms are not acceptable.

h. Cadets while on restriction may sign out to authorized activities on campus (e.g. ballgame, Deas Hall, etc).

### 3. **Arrest.**

a. Arrest of Cadets. This paragraph refers to on-campus (See College Regulations) arrests related to violations of cadet regulations and not with violations of the law which would be handled by Public Safety. Only the President and Commandant of Cadets are authorized to place a cadet in arrest, except for mutiny, direct disobedience of orders, or gross disrespect to a superior officer, in which case any officer is authorized to place a cadet in arrest; and in fighting or committing a breach of the peace, the offender may be placed in arrest by an officer, cadet officer, or noncommissioned officer, even though inferior in rank. In all cases where arrest is imposed, notice will be sent at once to the Commandant of Cadets. Cadets may be released from arrest only by the President or the Commandant of Cadets.

b. Arrest is imposed as a preliminary action to punishment authorized by this regulation and not as a substitute for such punishment. Cadets placed in arrest should be provided a copy of the PR outlining the offense of which they are accused within one hour of arrest.

c. Cadets in arrest remain in their room in the Barracks, except for the following: meals, classes, visit latrine or shower, and Chapel.

d. Cadets who violate the terms of arrest as defined above shall be subject to an immediate temporary suspension by the President.

### 4. **Confinements.**

a. A confinement is a 50-minute period during which confined cadets, in duty uniform with white waist belt, are required to remain in their room, which is maintained in MRI Order.

b. At the beginning of the first confinement period, and after each confinement served, each confined cadet reports to the company duty team to sign the restriction and confinement sheet and be inspected for proper uniform. A cadet's signature on the confinement sheet indicates understanding of confinement status and that the cadet was present in the room during the previous confinement period, unless excused by proper authority.

c. Academic activities are the only activities in which a confined cadet is authorized to participate. Watching TV, listening to music, or recreational reading is not authorized.

d. Confined cadets are not authorized visitors and display an 8" x 10" sign on their door which says "CONFINEMENT."

e. A confined cadet does not receive credit for improperly served confinements, and a PR is submitted for the offense of Improper Serving of Punishment.

f. Confinements are served on Wednesday at 1500, 1600, and 1700; on Friday at 1900, 2000, and 2100; and on Saturday at 1400, 1500, 1600, 1900, 2000, and 2100. Optional Sunday 1400, 1500, 1600, 1700.

g. In season Corps Squad cadets may serve confinements until 2400 on Friday and Saturday nights (optional Sunday confinements may also be served, but may not exceed a total of 16 confinements per week.)

### 5. **Tours.**

a. A tour is a 50-minute period of time during which a cadet marches

on the quadrangle at 120 steps a minute with a rifle at right- or left- shoulder arms. A cadet marches in duty uniform with white waist belt and white gloves.

b. Cadets having both tours and confinements must walk tours first.

c. A cadet does not receive credit for improperly walked tours, and a PR is submitted for the offense of Improper Serving of Punishment.

d. No other activities are allowed on the quad while tours are being walked.

e. Tours are walked on Wednesday at 1500, 1600, and 1700; on Friday at 1900, 2000, and 2100; and on Saturday at 1400, 1500, 1600, 1900, 2000, and 2100. Optional Sunday at 1400, 1500, 1600, 1700.

f. Cadets may be allowed to walk accelerated tours at the end of the school year in order to meet the requirements for graduation or to be able to hold rank during the beginning of the next school year. Accelerated tour instructions are published in April of each year.

g. In season Corps Squad cadets may serve tours until 2400 on Friday and Saturday nights (optional Sunday tours may also be served), but may not exceed a total of 16 tours per week.

h. Cadets who have completed academic requirements for graduation but still have tours to finish in order to receive their diploma will walk these tours in accordance with accelerated tour instructions. Exceptions to this policy are at the discretion of the Commandant.

#### 6. **Amnesty.**

a. Amnesty may be granted by the President of the United States, a foreign Head of State, the Governor of South Carolina, The Citadel Board of Visitors, or The Citadel President.

b. Amnesty applies to all unserved punishments except those designated by this regulation as not qualifying for amnesty. Punishments not qualifying for amnesty are those stating “No Amnesty” in Annex B, plus any offense determined to be substance abuse, alcohol related, hazing, sexual assault or sexual harassment related.

c. If it is determined that an offense was committed in anticipation of amnesty, then the punishment resulting from that offense will not qualify for amnesty. This determination will be made by the Commandant.

d. Amnesty does not affect demerit totals.

#### 7. **Confinements for Tours.**

a. Cadets who are designated by The Citadel Surgeon as Excused from Military Duties (XMD) serve confinements for tours on a one-for-one basis. XMD cadets are not allowed to walk tours.

b. Confinements are also served for tours on a one-for-one basis during designated midterm and final exam periods. Confinements will be served for tours on a one-for-one basis during periods of inclement weather, when directed by the Regimental Commander.

8. **Work.** Occasionally cadets are authorized to perform work projects in lieu of confinements or tours. These projects must be approved by the Commandant. Requests for cadets to perform work projects are submitted by The Citadel



faculty or staff member to the Commandant for approval. Upon approval of the project, the Commandant asks for nominations of cadets to perform the work from the Battalion TACs. Cadets with Class I punishments must have work specifically approved by the Commandant. Cadets desiring to work for punishment must submit a work request form through their chain of command.

**9. Suspension and Remission of Punishment.**

a. When a cadet who has been awarded a punishment order demonstrates through superior performance of duty and exemplary conduct that the punishment has served its purpose, he/she may be recommended for suspension of not more than one-third of the original award. It is not automatic; a cadet who maintains a good appearance, serves punishments properly, is an asset to the company, and has learned a lesson, may have his/her punishment suspended. If a cadet is presently serving two punishment orders, he/she will complete one prior to being allowed to be considered for the 1/3 suspension of the second.

b. Recommendations for suspension must originate with the cadet commander and be processed in writing through the cadet and Tactical Officer chain for approval by the Assistant Commandant for Discipline.

c. Cadets with suspended tours/confinements who finish a two-month period without additional tour/confinement awards will have the suspended tours/confinements automatically remitted. Again, suspension of punishment is a reward for displaying exemplary conduct and standards.

**10. Appeals.**

a. Cadets may appeal the award of any punishment received. An appeal is submitted when the cadet feels the final punishment awarded is unjust. No appeal is required when the punishment awarded is determined to be incorrect due to an administrative error. Correction of administrative errors requires the cadet to point out the error either in person or in writing to the Commandant through the channels listed in appeals chart, below.

b. Appeals are submitted in writing in the format shown in Chapter 11, White Book (page 5). Appeals should focus on the justification for requesting a reduced punishment and not on information which has already been considered by the punishment authority. Appeals must be submitted within 5 working days from the date of the punishment.

c. Appeals are submitted as shown below:

**Appeals**

OFFENSE	THROUGH	APPROVAL AUTHORITY
Class III	Commander	Assistant Commandant for Discipline
Class II	Commander	Commandant President
Class I	Commandant	Suspension, Dismissal or Expulsion President/Board of Visitors

d. Unless otherwise authorized by the Commandant, once punishment is awarded and announced, cadets will serve punishments regardless of the status of any appeal.



## 11. **Disciplinary Guidelines.**

- a. Cadets may only depart campus upon the completion of all tours, cons, work, and restrictions.
- b. Corps Squad cadets, while on “In-Season” orders will sit cons in lieu of tours.
- c. Deficient Corps Squad cadets may not take performance over-nights. Academic deficiency will be determined by the academic department.
- d. Demerit awards will equal half of the tour/con/work hours that are assigned. They will not count toward the cadet’s monthly delinquency but will count toward their suitability.
- e. Duty restrictions (e.g. XMD, XPT, etc.) due to medical reasons will be allowed to sit cons for tours on a 1 to 1 ratio.
- f. In case of inclement weather, cons will be served for tours.
- g. Sunday optional tours and cons are still applicable.

12. A cadet must be Conduct Proficient at the time of commencement. A cadet who incurs punishment that would extend beyond commencement will not be permitted to graduate until such punishments have been completed to the satisfaction of the Commandant of Cadets. Any punishments remaining after commencement can only be served at those times when the Cadet Corps is not present on campus. Under-class cadets who have punishments spanning the academic year, with the approval of the Assistant Commandant for Discipline, may serve punishments during the summer cadre training periods.

## **J. INVESTIGATIONS AND BOARDS.**

### 1. **General.**

a. Violations or suspected violations of regulations on the part of cadets are reported on a PR as discussed in paragraph H above. The details or facts surrounding the report of an offense are most frequently determined through an ERW and face-to-face sessions between the accused and the chain of command and TAC Officers. In Class I Offenses where suspension, dismissal, or expulsion is the maximum punishment, or in cases where there are conflicting versions of the circumstances surrounding the offense, an Investigating Officer (IO) or Commandant’s Board (CB) is appointed. The formalization of the fact-finding process for Class I Offenses is intended to ensure that the accused has ample opportunity to present the facts and to confront the accuser or witnesses in the presence of the IO or CB. Repeat offenders and cadets who exceed 75% of their demerit authorizations will be required by the TAC Officer to appear before a Conduct Review Board (CRB). Cadets who appear before a CRB may be referred by that Board to a Suitability Board (SB) for possible suspension.

b. For Class I offenses, the Commandant shall set the matter to be heard by a Board or Hearing, to be held not less than five nor more than fifteen calendar days after the issuance of the PR to the accused cadet. Maximum time limits for scheduling of Hearing or Board may be extended at the discretion of the Commandant.

c. Advisors. In all college Hearings and Boards, to include appeals before the Board of Visitors, the student may be assisted by another student or a

member of the permanent faculty and staff not to exceed two. Advisors are not permitted to speak or to participate directly in any Board or Hearing. The Accused student, and also any alleged victim who chooses to be assisted by an advisor, is responsible for presenting his or her own information. Under no circumstances will any faculty or staff member or cadet who is serving as an advisor for a cadet before any board or hearing at The Citadel be remunerated for such services. Any faculty or staff member or cadet serving in such capacity, when appearing before such a board, will be in the appropriate uniform for the occasion. Cadets who are facing disciplinary hearings for an act, which is also the subject of an off-campus criminal proceeding, may request that one of the advisors be an attorney. A request to have an attorney present at a Hearing or Board must be made in writing to the Board President two days in advance of the hearing. An attorney may act only in an advisory role to the student client. An attorney serving as an advisor may not ask questions of witnesses or board members, represent the student, or actively participate in the hearing process. If the cadet has an attorney present as an advisor, the College, may at the discretion of the Board President or Chairman, have legal counsel present to advise the board.

d. Boards or Hearings may accept testimony by telephone or through the use of video conferencing. This method of testimony is only authorized from those witnesses who are not attending or employed by The Citadel at the time of the Board or Hearing.

e. Boards or Hearings may allow the use of a visual screen to block the view of a witness of the accused or vice versa.

2. **Commandant's Board (CBs).** CBs are composed of a Commandant's Department TAC Officer with a grade of 0-4 or above as President, one other TAC Officer, a Cadet Captain or above not from the accused's battalion, and a TAC Officer, to serve as the Recorder. The accused's Commander or Executive Officer will be present at the Board. CBs or a Hearing are mandatory for those Class I Offenses that carry a maximum punishment of Expulsion, Dismissal, or Suspension. Any cadet charged with an offense that could result in an Expulsion, Dismissal or Suspension is entitled to a fair and prompt Commandant's Board or Hearing. The Commandant of Cadets will determine whether there will be a Hearing or a Commandant's Board. CB procedures are in Chapter 11, White Book.

3. **Hearings.** Hearings are conducted by the Assistant Commandant for Discipline or a designated representative from the Commandant's Department. Hearings or Commandant's Boards are required for Class I offenses with Suspension, Dismissal, or Expulsion. A cadet may request a Hearing for other Class I offenses, however, the granting of that Hearing is at the discretion of the Assistant Commandant for Discipline. For Class II Offenses, when requested, the offending cadet may be granted a Hearing when determined necessary by the Assistant Commandant for Discipline. Hearings are conducted in accordance with the procedures in Chapter 11, White Book.

4. **Regimental Commander's Board.** In Class I or Class II disciplinary cases where a Hearing or Commandant's Board is not used to determine punishment, the Commandant may elect to have a Regimental Commander's Board review the offense and make punishment recommendation. The Regimental Commander's

Board will be composed of cadet officers (3) selected by the Regimental Commander. By not selecting a Hearing or Commandant's Board, the offending cadet has waived the rights which accompany these proceedings and agrees to let the Commandant refer the offense to a Regimental Commander's Board and consider the Board's recommendation.

5. **Conduct Review Board (CRB).** A CRB is a counseling session which consists of the Cadet Company Commander and a Tactical Officer along with the cadet and is mandatory for all cadets who exceed 50 percent and 75 percent of their semester demerit authorizations. (See paragraph 1, above.) In cases where cadets exceed 100 percent of their semester demerit authorizations, the CRB must indicate a specific recommendation by the Tactical Officer concerning suitability. In essence, if the Tactical Officer believes that the cadet should not be suspended or dismissed by a Suitability Board, the TAC must justify this decision in the CRB report. All cadets who exceed their annual demerit authorization are referred to a Suitability Board. A CRB is also required to initiate suspension of cadets whose flagrant disregard for authority has been demonstrated by the receipt of four or more Class I or II Offenses in a semester. The CRB is the only procedure that initiates the Suitability Board process. In all cases where a CRB results in a recommendation for a Suitability Board, the recommendation is done in writing. CRB procedures are in Chapter 11, White Book.

6. **Suitability Hearing (SH).** SHs are convened by The Commandant of Cadets, based on written requests from the Assistant Commandant for Discipline. The purpose of the SH is to determine whether a referred cadet should be allowed to continue as a cadet, be suspended, or dismissed. The SH is composed of The Assistant Commandant for Discipline, an O-3 or above faculty or staff member, and a Cadet Captain or above. The Board Recorder is provided by the Office of the Commandant. SH procedures are in Chapter 11, White Book.

7. **Appeals of Boards and Hearings for Suspension, Dismissal, or Expulsion Other Than Honor.**

a. Penalties may be appealed in writing to the authority one level higher than the penalty approval authority. An appeal does not provide a second forum in which to present the case. Appeals deal only with how a decision has been reached and not with the decision itself. The following are exclusive grounds for appeals:

(1) That the Hearing Officer or Board failed to follow approved written procedures;

(2) That the decision was arbitrary, unreasonable, and not based upon or consistent with the evidence and testimony presented;

(3) That significant evidence has been discovered since the hearing that was not available at the time the decision was reached.

b. Cadets and/or students who have been suspended, dismissed, or expelled by proper authority, are entitled to appeal to the Board of Visitors. Written petitions of appeal must state the grounds on which the appeal is based and must be received by the Office of the President within five (5) working days of the date the punishment is announced. The President will then transmit to members of the Customs, Regulations, and Cadet Liaison Committee the petitions of appeal and

all related evidence of record if required.

c. The Customs, Regulations, and Cadet Liaison Committee shall review the submitted record without appearance of parties or argument, and determine whether or not the appeal is meritorious. If the Committee determines that the petition of appeal is not meritorious, it will be dismissed with finality. If the Committee determines that the petition merits consideration of the Board of Visitors, it shall identify those issues to be heard by the Board of Visitors.

d. The Board of Visitors will receive the same petition of appeal and evidence of record as was received by the Customs, Regulations, and Cadet Liaison Committee in advance of the meeting of the Board of Visitors at which the petition of appeal will be scheduled to be heard. Such appeals will be heard as expeditiously as possible and not later than the next regularly scheduled meeting of the Board of Visitors. In hearing such petitions of appeal, the Board of Visitors will hear oral arguments from the cadet and a representative of the administration limited to a total of 30 minutes. The determination of the Board of Visitors shall be final.

e. A cadet and/or student who has been awarded punishment of suspension, dismissal, or expulsion and who has submitted a petition of appeal to the proper authority may request permission of the President to attend classes until final action is taken on the petition of appeal. Once a cadet is expelled, dismissed, or suspended and the appeal process has been completed, that cadet will not wear The Citadel uniform or use a Citadel identification card, unless they are readmitted.

8. **Cadet's rights for Hearings and Commandant's Boards.** Students accused of a violation of disciplinary regulations which may lead to suspension, dismissal, or expulsion are entitled to the following:

a. to have a fair and prompt hearing before an officer or a board of officers of the College;

b. to be informed in writing of the offense (the Performance Report is notice of the charges) of which accused, and to have reasonable time to prepare a defense (Class I offenses will be heard by a board or hearing no earlier than five days after receipt of the ERW and no later than fifteen days after receipt of the ERW. Extensions can be approved at the discretion of the Commandant.);

c. to be advised by a student or permanent member of the faculty or staff (not to exceed two) of their own choosing. The accused cadet is responsible for presenting his/her own information; advisors are not permitted to speak or participate directly in any board or hearing;

d. to present information on their own behalf;

e. to be able to submit a petition of appeal to the proper authority should the decision go against them;

f. to resign from the College at any time prior to a hearing or an appeal which they have requested.

## **K. COUNSELING.**

1. **General.** Counseling is an integral and very important part of the Cadet Disciplinary System. Counseling is a required function for all cadet rank

holders, Battalion Tactical Officers, Assistant Commandants, and Commandant. Behavioral change on the part of cadets can be greatly facilitated through effective counseling on the part of supervisors. Cadet supervisors are required by the Cadet Leadership Development Program (CLDP) to counsel subordinates concerning their performance. Counseling should be used to reinforce proper behavior as well as to correct improper behavior. Further guidance on the use of counseling as a positive leadership tool is found in Chapter 11, White Book.

**2. Required Counseling.**

a. Fifty Percent (50%) of Authorized Demerits: Counseling is required by Tactical Officers for cadets who accumulate 50 percent of their semester or annual demerit authorization. CC Form 98 is used and submitted for filing in the cadet's file.

b. Seventy-Five Percent (75%) of Authorized Demerits: Counseling in the form of a Conduct Review Board consisting of the Cadet Company Commander and the Tactical Officer is required for cadets who accumulate 75 percent of their semester or annual demerit authorization. CC Form 98 will be used and submitted for filing in the cadet's file.

c. One Hundred Percent (100%) of Authorized Demerits: Counseling in the form of a Conduct Review Board consisting of the Cadet Company Commander and the Tactical Officer is required for cadets who accumulate 100 percent of their monthly, semester, or annual demerit authorization. Referral to a Suitability Board is required for exceeding the annual demerit authorization and optional for exceeding the monthly and semester authorizations. CC Form 98 is used and submitted for filing in the cadet's file.

d. Outstanding Performance: Cadets who display outstanding performance are counseled concerning the positive results that accrue from outstanding performance. CC Form 98 will be used and submitted for filing in the cadet's file.

e. Fourth Class Counseling: Each fourth class cadet will be counseled 4 times each school year by the Company or Battalion TAC officer. This counseling will focus on items determined by the President and the Commandant, consisting of, but not limited to discussion on: grades and ESP enforcement; quality and quantity of food; time management; evidence or experience of hazing or abusive treatment; disciplinary problems; evidence of any extremist activity; PT; medical; sexual harassment. This counseling will be conducted and concluded before semester mid-terms and semester final exams both semesters of the school year.

**L. CLASS ATTENDANCE POLICY.**

1. The cornerstone of undergraduate education is communication between the teacher and the learner, and at The Citadel, class attendance is mandatory. Therefore, these experiences are not to be missed. It is a cadet's duty to go to class.

2. Class attendance is of higher priority than other normal activities. Although it is acknowledged that cadets must miss classes for certain 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 and take precedence over all other duties or activities.

3. When a cadet misses a class or laboratory, that absence is reported by the instructor through the electronic Class Absence System (CAS). If that absence is the result of an officially approved Special Leave, Special Order, or Infirmary Visit, the electronic CAS will automatically excuse the absence. If the absence is not excused by the CAS, it is the responsibility of the cadet who has missed a class or laboratory to report to his/her Cadet Academic Officer the reason for the absence and provide appropriate documentation. In specific instances when appropriate documentation is provided, the Cadet Academic Officer has authority to excuse the absence. Otherwise, the absence is unexcused. If an absence is not cleared within seven (7) days, it will be processed automatically as unexcused. The consequences for unexcused absences are listed in Annex B, page 94, Punishments, Class Absences. Once an absence is processed as Unexcused, only the Battalion Tactical Officers have the authority to change the absence to Excused. This is done only based on documentation provided by the cadet that was not available during the period when the Cadet Academic Officer was responsible for processing the absence or when the Cadet Academic Officer did not have the authority to excuse the absence.

4. Absences, whether authorized or unauthorized, in excess of 20% of the meetings of a particular course will, at the discretion of the professor, result in a grade of "F" in that course. In such cases, the attendance record kept by the Professor is official.

5. All members of the Guard are directed to attend classes when their guard schedules permit. Members of the Guard will not be absent from a scheduled test or laboratory and will not be excused from submitting assignments on time. Freshmen on Guard will be allowed to attend classes whenever possible. No cadet will be allowed more than four class absences a semester due to guard. When a cadet presents "Guard" as the excuse for not attending class, he/she must document the failed effort to make those alternate arrangements that would have permitted him or her to attend class.

## **M. CADET REDUCTIONS AND COMPANY TRANSFERS.**

1. **Reductions:** Rank-holding cadets are reduced to private when it is determined that one of the following conditions exists:

a. The cadet exhibits poor leadership characteristics, does not set a proper example for subordinates, or does not respond to counseling. Cadets in this category are reported to the Commandant, using CC Form 78 (Reduction Request),

accompanied by appropriate record of counseling on CC Form 98. Cadet Commanders can only be reduced by the Commandant. The Office of the Commandant will be the reduction authority for all other rank holders.

- b. The cadet becomes conduct deficient.
- c. The cadet becomes physically deficient.
- d. Cadets become academically ineligible for their class privileges or have insufficient credit hours to be classified as a member of their class.
- e. All cadets found guilty of hazing and those cadets found guilty of major violations of the Fourth Class System including sexual harassment will be considered by the Commandant for transfer in order to facilitate good order and discipline.
- f. Recommendation for filling vacancies left by reduction will be expedited through the chain of command to the Commandant's Department.

## 2. **Company Transfers.**

a. Cadet transfers from one cadet company to another are made under one or more of the following circumstances:

(1) If the cadet exceeds the semester or annual demerit authorization, a permanent transfer may be directed.

(2) The cadet unit commander with concurrence of the Battalion TAC Officer, recommends to the Commandant that a transfer is required in the interest of good order and discipline within the company. These transfers are approved only as a last resort.

(3) Cadet Captains and above and sword bearing NCOs who are reduced are also permanently transferred.

(4) Cadets receiving a Class I punishment of more than 80 tours are automatically given a permanent transfer.

(5) Cadets requesting a company transfer for other reasons may do so through the cadet chain of command and TAC Officer to the Commandant.

b. Requests to return to one's original unit (for other than permanent transfers) must be made in writing to the Commandant, via the gaining unit commander and Battalion TAC, and will be the exception.

c. The transfer process requires written clearance and sign out from the original unit; acceptance by sign in and signing for property in new unit and authenticated by the TAC.

## **N. CADET BEHAVIOR WHILE ON LEAVE OR FURLOUGH.**

1. Cadet conduct during periods of leave or furlough is expected to be in accordance with the same standards as apply when the cadet is on campus. Cadets on Furlough may be subject to discipline for misconduct per Section V, paragraph 1.e., of the College Regulations.

2. Cadets who attend The Citadel Summer School will adhere to cadet regulations set forth in this regulation and as published in the Summer School Regulation by the Office of the Provost.

## **O. OFFENSES OF CADETS ATTENDING THE CITADEL SUMMER**



## **SCHOOL OR EMPLOYED BY THE CITADEL DURING SUMMER FURLOUGH.**

1. **Expulsion may be the punishment for the following offenses:**
  - a. Knowingly making a false oral or written statement in response to an oral or written requirement from an individual or officer of the college authorized by position or function to place such a requirement;
  - b. Receiving or giving unauthorized assistance on examinations, cheating, and/or plagiarism;
  - c. Stealing or the commission of any act which is a felony under the laws of the State of South Carolina or the United States;
  - d. Violating The Citadel's drug policy as outlined in Chapter 3 of this Book;
  - e. Sexual assaults or attempted sexual assault;
  - f. Sexual harassment as defined in Chapter 3 of this Book;
  - g. Sexual activity on campus (students may not engage in serious sexual activity on campus. Serious sexual activity may include but is not limited to oral sex, sexual intercourse, or public display of nudity or partial nudity.
2. **Dismissal may be the punishment for the following offenses:**
  - a. Drunkenness, bringing intoxicating beverages onto the campus, or the possession of intoxicating beverages on the campus;
  - b. Disobedience to the directives of or an act of disrespect to any official of the college;
  - c. Commission of any unbecoming act or one which would tend to bring discredit to the college;
  - d. Discharge or possession of firearms on campus, except under proper supervision on authorized ranges;
  - e. Participation in extremist organizations, gang activities, racist or skinhead organizations, or any activity that will adversely affect the good order of The Citadel.
3. **Suspension may be the punishment for the following offenses:**
  - a. Insubordination or disorderly conduct;
  - b. Calling another student to personal account for actions taken while in the discharge of duties;
4. Other punishment may be imposed by the appropriate authority for any disorderly act, neglect, or misbehavior listed in regulations specifically prepared for students other than cadets.
5. All students, including cadets, who attend Summer School at The Citadel will abide by Summer School and other regulations published separately.
6. Cadets employed by The Citadel during furlough may be expelled, dismissed, or suspended for the commission of Class I offenses.



## MERITS

1. General. The disciplinary system at The Citadel is designed to modify behavior through a system of training, counseling, rewards, and punishment. This annex provides guidance about cadet rewards in the form of merits. Merits are awarded to cadets whose performance greatly exceeds the established standard. Merits **ARE NOT** awarded solely with the intent of offsetting demerits.

2. The standard Performance Report (PR) will be used to award merits. The PR will be signed by the awarding authority as shown below and forwarded to the Commandant's Department for approval. Merits may be awarded as reflected below.

## 1. MERIT TABLE

OUTSTANDING PERFORMANCE	CODE	MERITS	AUTHORITY
NO DEMERITS FOR ONE WEEK	500	2	AUTOMATIC
NO DEMERITS FOR ONE MONTH	501	5	AUTOMATIC
OUTSTANDING ROOM MRI	502	5	TAC/CDT CPT NOTE 1
OUTSTANDING ROOM SMI	503	7	TAC/CDT CPT NOTE 1
OUTSTANDING LEATHER SHOES	504	2	TAC/CDT CPT NOTE 1
OUTSTANDING PERSONAL APPEARANCE	505	3	TAC/CDT CPT NOTE 1
OUTSTANDING PERFORMANCE OF DUTY	506	5	TAC/CDT CPT NOTE 1
OUTSTANDING ACADEMIC PERFORMANCE, GOLD STARS	507	10	AUTOMATIC NOTE 2
OUTSTANDING ACADEMIC PERFORMANCE, DEAN'S LIST	508	5	AUTOMATIC
OUTSTANDING PHYSICAL PERFORMANCE, CPFT SCORE OF 280-299	509	5	AUTOMATIC NOTE 3
OUTSTANDING PERFORMANCE	CODE	MERITS	AUTHORITY
OUTSTANDING PHYSICAL PERFORMANCE, CPFT SCORE OF 300 OR HIGHER	510	10	AUTOMATIC NOTE 3

ANNEX A

OUTSTANDING SERVICE	512	10	COMMANDANT BN TAC
OUTSTANDING CONTRIBUTION DURING INTRAMURALS			
MEMBER OF BN CHAMPIONSHIP TEAM	511	2	AUTOMATIC NOTE 4
BATTALION INDIVIDUAL WINNER			NOTE 4
MEMBER OF REGIMENTAL RUNNER-UP TEAM	513	3	NOTE 4
REGIMENTAL INDIVIDUAL RUNNER-UP	514	5	NOTE 4
MEMBER OF REGIMENTAL CHAMP TEAM	515	5	NOTE 4
REGIMENTAL INDIVIDUAL CHAMP	516	10	NOTE 4

NOTE 1: AUTHORITY TO AWARD IS TACTICAL OFFICER OR HIGHER OR CADET CAPTAIN OR ABOVE.

NOTE 2: GOLD STAR RECIPIENTS DO NOT RECEIVE DEAN'S LIST MERIT AWARD.

NOTE 3: ATHLETIC OFFICERS MUST SUBMIT CERTIFIED ROSTERS OF QUALIFYING CADETS.

NOTE 4: AWARDS ARE MADE BASED UPON OFFICIAL STANDINGS REPORTED BY THE DIRECTOR OF INTRAMURALS.

PUNISHMENTS

ANNEX B

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Absent Without Leave (AWOL)			
Absent All-Ins			Punishment will be determined based on the ERW, within maximum punishment parameters.
AWOL			
Less than 30 minutes	II	260	10D/20C
30 minutes to 4 hours	II	011	20D/40T
4 hours to 24 hours	I	010	40D/80T
Over 24 hours	I	007	60D/120T and permanent battalion/company transfer
Over 48 hours	I	015	DS (For AWOL over 48 hours Code 090 will be aggregated resulting in mandatory Suitability Board.)
Absent From:			
Tours (per missed tour)	II	020	3D/2T
Confinement (per missed con)	II	021	3D/2T
Restriction (per hour missed)	II	026	3D/2T
Guard Mount/Duty Team	II	022	10D/20T
Required Event (e.g. Parade, Inspection, Duty Team Meeting, etc.)	II	024	10D/20C
Required Formation	II	025	5D/10C
Class Absences:			
First Unexcused Absence	II	142	3D/3C
Second Unexcused Absence	II	143	5D/5C
Third Unexcused Absence	II	144	5D/10C
Fourth Unexcused Absence	II	145	5D/5T
Fifth and Sixth Unexcused Absence	II	146/147	10D/10T
Seven Unexcused Absences or more	II	148	10D/10T and referred to Academic Review Board
Abuse of Authority			
Major	II	030	10D/20T
Minor	II	031	5D/10C
Alcohol			
Alcohol Related Disturbance on Campus	I	040	30D/60T*
Open Alcohol Container on/off Campus (empty)	II	041	20D/40T*

**KEY**

D-demerit; C-confinement; T-tour; S-suspension; DS-dismissal; E-expulsion; \*no amnesty; \$-pay for damages.

## ANNEX B

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Possession/Use by Minor off Campus First Offense	II	042	20D/40T*
Possession/Use by Minor off Campus Second Offense	I	045	60D/120T*
Possession/Use on Campus First Offense	I	043	60D/120T* and permanent battalion/company transfer
Possession/Use on Campus-Second Offense	I	044	DS*
Use off Campus that publicly discredits The Citadel/Drunk in public	I	046	DS*
Convicted of DUI	I	047	DS*
Three or More Cumulative Alcohol Offenses during cadet career	I	Mandatory Conduct Review Board	60D/120T* and permanent battalion transfer
Providing Alcohol to Minor	I	048	60D/120T* and permanent battalion/company transfer

*Note: All Alcohol related offenses require offender to attend alcohol abuse evaluation at the Counseling Center and are not eligible for work or amnesty.*

## Appearance

Upper-class Gross Personal Appearance (any 4 or more below offenses)	II	050	5D/10C
Fourth Class Gross Personal Appearance (any 4 or more below offenses)	II	051	3D/5C
Improper Uniform Minor	III	052	3D
Improperly Shined Shoes	III	053	3D
Button Missing	III	054	3D
Defaced Brass, Cap Emblems or insignia	III	055	6D
No Nametag or collar Insignia	III	056	3D
Tarnished Brass	III	057	3D
Scratched Brass	III	068	3D
Unserviceable Shoes	III	058	10D
Dirty Uniform	III	059	5D
Improper Haircut	III	060	5D
Improper Shave	III	061	5D
Smoking, Chewing, Eating or carrying containers in uniform outdoors	II	062	10D/20C
Failure to wear hat on campus	III	063	10D
Wearing nametag with other than cadet's proper name	II	064	5D/10T

**KEY**

D-demerit; C-confinement; T-tour; S-suspension; DS-dismissal; E-expulsion; \*no amnesty; \$-pay for damages.

## ANNEX B

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Unauthorized Decoration/Award class number/rank/stripe or company letter	II	065	3D/5T
No shave	III	066	10D
No haircut	III	067	10D
<b>Barracks</b>			
Breach of Barracks, i.e., unauthorized departure from barracks (see Chap 3, J.1.)	I	070	40D/80T
Creating a Disturbance (Not alcohol related)			
Major	II	071	20D/40T
Minor	II	072	5D/10C
Unauthorized Selling (T-shirts, food, etc.)	I	073	30D/60T
Tampering with locks, gates window security screens, door handles, floors	II	069	20D/40T \$
<b>Clothing/Uniform</b>			
Unauthorized wearing of civilian clothing (includes Blazer uniform)	II	083	10D/20T
Improper wear of uniform includes Blazer uniform)			
Major On Campus	II	084	10D/20C
Major Off Campus	II	095	10D/20T
Minor Off Campus	II	096	5D/10C
Minor On Campus	II	085	3D/5C
Unauthorized Uniform Modification	II	098	5D/10C
Unauthorized Clothing in room	II	086	10D/20T
Driving on campus in other than prescribed leave uniform	II	178	10D/20C
Use of cell phone in uniform outside barracks	II	179	10D/20C
<b>Conduct</b>			
Conduct unbecoming a cadet	I	087	E*
Bringing discredit to The Citadel	I	088	DS*
Disruptive on campus/Mess Hall			
Major	II	104	20D/40T
Minor	II	089	10D/20T
Disruptive in Class			
Major	II	090	10D/20C
Minor	III	091	10D
Failure to render proper military courtesies			
Major	II	092	10D/20C
Minor	III	093	10D

**KEY**

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## ANNEX B

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Inappropriate conduct	II	094	10D/20T
Branding, Self	I	097	60D/120T
Sitting in car during ESP	II	254	5D/10C
Undermining the Chain of Command	I	006	60D/120T and Permanent Company/Battalion Transfer
Sexual Activity on Campus (commission of an act of an immoral or vicious nature unbecoming of a cadet)	I	105	E*
Disrespect			
To a College Official	I	108	D*
Insubordination	I	100	S
Direct and threatening to a cadet superior officer or NCO	I	101	30D/60T
To a member of the Guard in accomplishment of duties	I	102	S*
To anyone in authority			
Major	II	106	20D/40T
Minor	II	103	10D/20C
Drugs			
Illegal use, sale, possession <b>or</b> solicitation of drugs or drug paraphernalia	I	110	E*
Inappropriate use of prescription drugs by a cadet for whom the the drug is prescribed by a physician	I	111	30D/60T*
Acts which support or encourage drug use	I	112	30D/60T*
Toleration of drug use	I	118	E*
Bartering, trading, giving, soliciting or receiving prescription drugs to or from another cadet	I	107	E*
Duty			
Improper performance of guard duty or duty team			
Major	II	120	10D/20T
Minor	II	124	10D/20C
Poor Performance of Guard Duty or Duty Team	II	129	5D/5C
Gross negligence of Guard Duty	II	125	20D/40T
Neglect of Military Duty			
Major	II	121	10D/20T
Minor	II	122	5D/10C
Neglect of Academic Duty (for academic officers, company commanders and faculty and staff only-the specific			

**KEY**

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ANNEX B

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
course and specific assignment will be noted.)	II	123	10D/20C
Explosives/Firearms/Ammunition			
Unauthorized possession on campus	I	130	DS*
Unauthorized use on campus	I	131	DS*
Unauthorized use of fireworks on campus To include "MRE Bombs"	I	132	60D/120T and permanent battalion/company transfer Failure to
Failure to properly register firearms and/or ammo	I	133	30D/60T
Extremist Activities			
Membership in extremist organization/gang	I	140	DS*
Possession of a False ID Card	I	141	60D/120T and permanent battalion/company transfer
Felony Offenses (Assault, robbery, rape, arson etc., are reported to civil authorities)	I	150	E*
Fourth Class System			
Upper-class violation			
Major	I	160	60D/120T* and permanent battalion/company transfer
Minor	II	161	10D/20T
Upperclass getting within arm length of a fourth class cadet	II	158	5D/10C
Upperclass borrowing any item from 4th class	II	159	10D/20T
4th Class Violations			
Indifference to fourth class system			
Major	II	162	20D/40T
Minor	II	163	10D/20C
Failure to know fourth class knowledge	III	165	3D
Failure to walk at attention	III	166	3D
Failure to give right of way	III	167	3D
Improper position of attention	III	168	3D
Laxity on gallery	III	169	3D
Unauthorized uniform on gallery	III	170	5D
Unauthorized use of steps	III	171	5D
Walking in unauthorized area	III	172	5D

**KEY**

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## ANNEX B

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Sitting in main canteen area (except during general leave)	III	173	5D
Unauthorized use of shower	III	174	3D
Unauthorized visit to Infirmary	III	175	5D
Repeated minor violations by fourth class cadet	II	176	5D/10C
Denying cadet authorized privilege (including wear of company letter)	II	177	10D/20C
Fraternization			
Major	II	180	20D/40T
Minor	II	181	10D/20T
Gambling	II	190	10D/20T
Haircutting, possession of barber equipment/cutting own hair or cutting another cadet's hair	II	191	10D/20C
Hazing			
Failure to report	I	200	E*
Failure to Intervene	I	202	30D/60T*
	I	203	30D/60T*
Hitchhiking	II	210	10D/20C
Improper Tour	II	351	3D/2T no credit for tour
Improper Con	II	352	3D/2C no credit for con
Improper Restriction	II	353	3D/1C
Indebtedness			
Reflecting badly on The Citadel	II	220	20D/40T
Bad Checks	II	221	5D/10T
Indecent Exposure	I	230	E*
Intimidation (Major)	I	240	DS*
Intimidation (Minor)	II	241	10D/40T
Judgment			
Gross Poor Judgment	II	250	20D/40T
Gross Poor Judgment by senior during graduation week	II	251	20D/40T* Diploma withheld
Poor Judgment (Major)	II	252	10D/20C
Poor Judgment (Minor)	III	253	10D

**KEY**

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## ANNEX B

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Late			
Class	III	151	5D
Formation	III	261	5D
Guard Mount	II	262	3D/5C
Leave/Pass			
Abuse of leave/pass	II	270	10D/20C
failure to sign in/out	II	271	10D/20C
Loss of Charleston Pass	II	012	5D/10C
No in possession of Charleston Pass	II	013	10D/20C
Leadership			
Violation of the Citadel Training Model (CTM) Standards			
Major	II	272	10D/40C
Minor	II	273	5D/20C
Malingering	II	278	10D/20C
Mess Hall			
Unauthorized taking of food	II	280	5D/10C
Improper table manners	III	281	6D
Depriving any cadet of food	I	282	60D/120T*
Uncertified Mess Carver at head of Mess Unauthorized Upper class cadet at 4th Class Mess	II	283	5D/10C
Misappropriation of funds	I	290	DS*
Obscene language in public			
Major (gender/race or other vulgarities)	II	300	10D/20T
Minor (profanity)	II	301	10D
Orders			
Direct disobedience of a lawful order	I	310	DS*
Avoiding strict compliance with a lawful order			
Major	II	311	10D/20T
Minor	II	312	10D/20C
Failure to report as ordered	II	313	10D/20C
Failure to comply with Academic instructions	II	314	5D/10C
Failure to comply/meet administrative requirements	III	315	10D
Privileges			
Abuse of privileges			
Major	II	320	10D/20T
Minor	II	321	10D/20C

**KEY**

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## ANNEX B

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Assumption of unearned privilege			
Major	I	323	30D/60T
Minor	II	322	15D/30C
Depriving fourth class use of MCH freshman lounge/fourth-class area of Munnerlyn snack bar	II	329	10D/20C
Pornography			
Major	I	330	30D/60T
Minor	II	331	10D/20C
Property			
Deliberate damage to personal or school property			
Major	I	340	60D/120T \$ and permanent battalion/company transfer
Minor	II	341	10D/20T \$
Public display of affection in uniform	III	350	5D/10C
Racism (commission of an act of an immoral or vicious nature unbecoming of a cadet)			
Major	I	360	E*
Minor	I	361	30D/60T*
Rifle			
Unauthorized removal from campus	I	370	DS*
Rifle not locked in rifle rack	II	376	10D/10C
Leaving unsecured (other than rifle rack)	II	371	10D/10T
Failure to know rifle/butt number	III	372	3D
Loss of government weapon	I	134	S*
Rusty	III	373	10D
Dirty	III	374	7D
Dusty	III	375	3D
Room			
Bringing unauthorized person(s) into room/brks	I	380	60D/120T and permanent battalion/company transfer
Upper class cadet in fourth class cadets room during ESP/upper class cadet in fourth class cadet's room other than the cadet's chain of command for official business only	II	413	10D/20C

**KEY**

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## ANNEX B

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Failure to comply with open door/ lights on policy when member of opposite gender in room or upper classmen in a fourth class cadet's room	I	414	30D/60T
Upper-class cadet visiting in a fourth class cadet's room after Taps	II	324	5D/10T
Upper-class cadet allowing a fourth class cadet to enter an upper- class room after Taps	II	325	5D/10T
Failure to report and obtain OSD number for room damage	II	326	5D/5C
Failure to report unauthorized person in barracks	I	381	60D/120T and permanent battalion/company transfer
Visiting during unauthorized times	II	385	5D/10C
Entering a vacant/empty room	II	382	10D/20C
Not reporting an AWOL window	II	383	20D/40T
Tampering with door latches/locks/ handles/secured windows	II	406	10D/20T
Room in gross disorder (4 or more distinct items categories)	II	384	5D/10C
Room in gross disorder, fourth class (4 or more distinct item categories)	II	328	3D/5C
Appliance on, room unoccupied	III	386	5D
Bed not made	III	387	5D
Bed Improperly made	III	388	2D
Creating a disturbance in room (Loud music, stereo, TV, talking, etc.)	III	389	10D
Dirty Sink	III	390	4D
Dirty item in room	III	391	4D
Dusty item in room	III	392	3D
Floor improperly swept	III	393	5D
Item(s) displayed improperly (only one IDI per cadet per day)	III	394	5D
Unauthorized late lights	III	395	10D
No class card on door	III	396	3D
No room orderly posted	III	397	3D
Pictures, posters, etc., on wall	III	398	10D
Room improperly arranged			
Major	III	400	10D
Minor	III	399	5D
Sweeping/throwing trash onto galleries	III	401	5D
Improper cleanliness of adjacent gallery	III	407	5D
Trash in transom/window sill/trash can	III	402	3D
Unauthorized item in room	III	403	9D
Valuables unsecured	III	404	10D

**KEY**

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## ANNEX B

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Incorrect or no name tags, or no CIT #	II	408	5D/10C
In bed during unauthorized time (MRI, ESP)	II	405	5D/10C
Unauthorized electrical appliance	II	327	10D/20C
Failure to secure room	II	444	5D/10C
Repeated Minor Offenses			
Awarded by Company CO	II	440	5D/10C
Awarded by Battalion CO	II	441	8D/16C
Awarded by Regimental CO	II	442	10D/20C
Awarded by Tactical Officer	II	443	10D/20T
Sexual Harassment			
Major (commission of an act of an immoral or vicious nature unbecoming of a cadet)	I	410	E*
Major Indiscreet judgment	II	411	20D/40T*
Minor	II	412	5D/10C
Spitting in other than proper receptacle	II	409	5D/10C
Second Offense			5D/10T
Unauthorized Employment			
Major (Off Campus)	I	420	30D/60T
Minor (On Campus)	II	421	20D/40T
Unauthorized Photographs			
Major	I	009	E*
Minor	II	008	60D/120T and permanent battalion/company transfer
Vehicles			
Traffic Offense on Campus			
Major	II	075	20D/40C Fine
Minor	II	080	5D/10C Fine
Fourth class cadet with car in restricted area	II	076	20D/40C
Failure to stop at gate when required	II	077	10D/20T
Parking Violation	III	078	7D Fine
Repeated Parking Violations (more than 3)	II	074	15D/30T Fines
Registration Violation	II	079	5D/10T
Unauthorized Use on Campus	II	081	5D/10C
Four or more vehicle offenses	II	082	20D/40T and loss of parking privilege for 1 year.
Weapons			
Possession of a dangerous weapon (other than firearm on campus)	II	430	10D/20T

**KEY**

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**FORM FOR DRUG TESTING CONSENT AGREEMENT**

THE CITADEL  
THE MILITARY COLLEGE OF SOUTH CAROLINA  
CHARLESTON, SOUTH CAROLINA

**Consent to Drug Testing**

I hereby acknowledge that I have been advised of The Citadel’s “Policy on Hallucinogenic, Narcotic, and Other Controlled Drugs and Substances and Drug Paraphernalia and Drug Testing Policy.” I hereby further acknowledge that I am aware of the following specific requirements of that policy (initial each item in the space provided indicating you have read it):

- \_\_\_\_\_ The Citadel will not tolerate the possession, solicitation, distribution, sale, or use of hallucinogenic, narcotic or other controlled drugs or substances of of drug paraphernalia.
- \_\_\_\_\_ Violation of The Citadel’s policy on controlled drugs and substances and drug paraphernalia will result in my being expelled from The Citadel.
- \_\_\_\_\_ I may be required to submit to unannounced random urine drug test during the academic year.
- \_\_\_\_\_ I may be directed to submit to drug testing by officials of The Citadel if a reasonable suspicion of drug use by me exists.
- \_\_\_\_\_ Refusal to submit to drug testing in accordance with The Citadel Drug Testing Policy will be regarded as the equivalent of a positive drug test and can also result in my being expelled from The Citadel.

\*\*\*\*\*

I have read and I understand The Citadel’s “Policy on Hallucinogenic, Narcotic, and Other Controlled Drugs and Substances and Drug Paraphernalia,” and by signing this form I agree to abide by the terms of that Policy, and I hereby agree to The Citadel Drug Testing Policy, and I consent to be tested for controlled drugs and substances as required by that policy. I further agree that refusal to submit to testing as required by The Citadel Drug Testing Policy may subject me to being expelled from The Citadel.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature by Cadet

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Signature by Parent/Guardian (if minor)

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
CIT or Social Security Number

\_\_\_\_\_  
Date

Complete and return original to The Citadel, Office of Admissions. Keep a copy for your records.