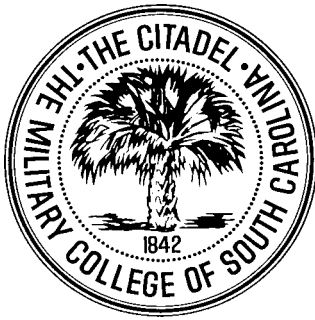


BLUE BOOK

REGULATIONS



For The

SOUTH CAROLINA
CORPS OF CADETS

2002-2003

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

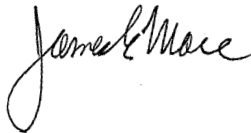
1 August 2002

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:



J. Emory Mace
Brigadier General, USA, Retired
Commandant of Cadets

JEM;jv

DISTRIBUTION: B

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, USA, RET., PRESIDENT 1931-1953}

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

The Citadel Cadet Creed

I will always endeavor to uphold the prestige, honor, and *high esprit de corps* of The Citadel and the South Carolina Corps of Cadets.

Never shall I fail my comrades. I will always keep myself mentally alert, physically tough, and morally straight. I will shoulder more than my share of the task whatever it may be.

Gallantly will I show the world that I am a well-trained cadet. My courtesy to superior officers, neatness of dress, and care of equipment shall set the example for others to follow.

And under no circumstances will I ever embarrass The Citadel and the South Carolina Corps of Cadets.

{Brig. Gen. James E. Mace, USA, Ret., '63}

NOTE: The above creed will provide the basis for each cadet's daily life.

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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, with all posted changes, will be maintained in every cadet room in the barracks on the cadets book shelf.

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. Tactical Officers: The Commandant exercises supervision of command and control functions of the South Carolina Corps of Cadets through the Battalion and Company TAC Officers. Their responsibility is to provide supervision of Cadet Commanders and Subordinate Cadet Company Officers in the performance of their duties.

b. Company Officers: Company Officers are Active Duty Officers under special contact to perform specific duties in support of the Commandant and the South Carolina Corps of Cadet.

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 organization 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 and proper class classification. See White Book, Chapter 3. Waivers are not authorized, unless approved by the Commandant.

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 one of the 16 rifle companies.

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. 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.

g. 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 a Company Executive Officer, Academic Officer, Human Affairs Officer, Athletic Officer, as well as the First Sergeant, Supply Sergeant, Company Clerks and Armorers (Corporals). Platoon Leaders are assisted by Platoon Sergeants. Squad Leaders are assisted by Assistant Squad Leaders (Corporals).

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 by the Commandant, the AD, and the VPAA as applicable.

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

c. Cadets are authorized to wear the highest rank held during their cadet career on the day of graduation.

d. Corporals (clerks) will be appointed at the beginning of first semester, will serve on cadre, but will play no role in the training, discipline, counseling, or inspection of fourth class cadets. Their function will be administrative only. Corporals (Assistant Squad Leaders or Recruiting Corporals) will be appointed at the beginning of second semester after completion of the Primary Leadership Development Course and Basic NCO Training.

e. Cadet corporals will **not** be allowed unsupervised interaction with fourth class cadets under any circumstances, except clerk and armorer clerks, 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.

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 violators unit commander's attention.

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 representational trips, the senior ranking cadet present will assume the duties of cadet-in-charge (CIC) for that particular activity when a club officer 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 their staffs or in their 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 their unit.

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

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 Johnson

Hagood Stadium, The Citadel Beach House, the Lockwood Property, College/Riley Parks, and The Citadel Alumni Facilities) 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 and enforce this law.

2. Use of Alcohol and Related Conduct. Any cadet who becomes unduly conspicuous by drinking alcoholic beverages or whose conduct reflects discredit on the name and reputation of the Corps of Cadets and The Citadel shall be dismissed, suspended, or assessed punishment, according to the nature and degree of the offense and in accordance with Chapter 8 of this Regulation. The use of alcohol shall not be a defense for inappropriate behavior such as sexual assault or sexual harassment. All alcohol related offenses require the offender to attend alcohol abuse counseling. Punishments assigned for alcohol related offenses are not eligible for work or amnesty.

3. 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”

4. **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.** Cadets are required to have a neat and regulation haircut, which is consistent in appearance with the military uniform and tradition at The Citadel. In no case will the bulk of the hair interfere with the proper wearing of headgear. No hair devices are authorized except as authorized in D. 2. b. (2)., and the hair will not have a greasy or oily appearance nor any abberative hair colors. NO cadet is permitted to cut their own hair or that of another cadet. Possession of barber equipment by cadets is forbidden.

a. Male Cadets.

(1) **Fourth Class Cadets:** Male Fourth Class Cadets receive the traditional fourth class haircut during the Fourth Class Orientation Week, and it is the standard for the entire school year.

(2) **Upperclass Cadets:** Hair must be no longer than 2" on top, neatly trimmed and tapered (not “blocked” in 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.

(3) **Sideburns** must be neatly trimmed and tapered, of even width, and end with a clean-shaved horizontal line not lower than the middle of the ear canal.

(4) Cadets must be clean shaven at all times.

b. Female Cadets.

(1) **Fourth Class Cadets:** The Female Fourth Class Cadet’s haircut will be a short style, with the top maintained approximately 3” in length. Hair will not be cut in such an excessively short manner as to result in a masculine appearance on the top, sides, or back. The sides and back will be cut with a high taper with the side/back taper no shorter than 1” at the shortest point. The taper will end above the collar in back 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.

(2) **Upperclass Cadets:** Upperclass female cadets will maintain a short, low tapered, hair style with the length, when naturally combed and/or wearing head gear, not falling below the top of the dress blouse collar. The bulk of the hair will neither be excessive nor present a ragged, unkempt, puffed, or extreme appearance.

(3) Headgear will fit properly and not be balanced on the hair. Hair will not be visible on the forehead below the front edge of any cadet headgear. Pony-tails, pigtails, cornrows, punk, or any extreme hair styles are not authorized while in uniform. Hair devices such as barrettes, pins, bands, combs, or clips will not be worn while in uniform except as required to hold the hair in place and when worn will be transparent or match the cadet's hair color (maximum of two hair devices). Beads, ribbons, bows, or "scrunchies" are not authorized while in uniform.

E. APPLIANCES. Appliances, electrical devices, entertainment systems (e.g., Play Stations, Segas, etc.) are not authorized for cadets, other than those listed below.

1. **Televisions.** First Class cadets are authorized to have one **19"** (or less) television set with VCR per room. 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. Under 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, and TV cards is 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 and in a safe operating condition.

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
- e. hot plates
- f. window-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 win-

dows, and room window screens will not be tampered with.

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 operators license, current proof of insurance and registration. A temporary parking permit may be issued by Public Safety for cadets' vehicles temporarily parked on campus. All vehicles 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. Cadet's 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 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 or off campus.

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 or the back of a pick-up truck while in leave or duty uniform (e.g. athletic teams, community service, and specified details).

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 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 are removed 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. Third Class cadets may park vehicles on sophomore field from 1600 on Sunday to 1800 on Friday. Third Class cadets may park behind Capers Hall and Jenkins Hall on a first-come, first-served basis from 1800 on Friday to 1600 on Sunday. Third Class cadets may park behind Capers Hall, Jenkins Hall, and on Kovats field on a first-come, first-served basis from 1800 on Friday to 1600 on Sunday.

10. **Violations.** The vehicle will 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, to 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 convicted of a DWI/DUI lose on-campus parking privileges for the remainder of their time as a cadet and may be subject to dismissal.**

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. When a Citadel Public Safety Officer awards a penalty for a parking or a moving viola-

tion, an official City of Charleston traffic summons or a South Carolina Uniform Traffic summons is issued to the violator. The City of Charleston Municipal Court and County Magistrate have the jurisdiction to hear, try, and determine violations of law.

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 will be worn at all times while riding a bicycle.** Headphones or "Walkman" style radios that cover the ears will not 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.

Reverse side

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

Tactical Officer:

Commandant: 953-6931

Ombudsman: 953-7953

Harassment Hotline: 953-6824

Front Side

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

J. CADET ACCOUNTABILITY.

1. GENERAL. The highly disciplined nature of the military 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 requires 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. 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 when 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 week-day 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 accountability 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 on previous page 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.

K. CADET COMPANY ASSIGNMENTS. The following criteria are used to assign all fourth class cadets to cadet companies:

1. All cadets with musical instrument ability are screened for audition and assignment to the Regimental Band.

2. Cadets with family legacies are given priority consideration for assignment to a company. If the specific company cannot be granted, then the battalion and the closest company will be considered if at all possible.

3. Entering cadets are spread across the Cadet Regiment by SAT scores in order that each company gets an equal number of high, medium, and low scores.

4. Entering cadets from Charleston and vicinity (50 miles) are spread equally throughout the Cadet Regiment.

5. Scholarship athletes are spread throughout all companies for an equitable mix of athletes in all Cadet Companies.

6. Entering Female Cadets will be assigned in accordance with the above criteria with the exception that consideration will be given to the number of females in an assigned company. Female cadets will be equally assigned in cluster groups. The companies selected for assignment of female cadets will be based upon the vetting by the Commandant of Cadets for the school year.

7. Readmit cadets may not be assigned to their original company. These cadets will be assigned to companies appropriate to Regimental cadet requirements.

L. CADET CANTEEN (SNACK BAR) AND LOUNGES IN MARK CLARK HALL. The Canteen at The Citadel is operated for the benefit of all members of the Corps of Cadets. It will be operated at prescribed hours, and cadets visiting the Canteen will be in proper uniform at all times. Fourth-classmen 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. 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.

M. 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.

N. 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 Officer in Charge 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 Officer in Charge.

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

O. 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) or materials promoting extremists such as hate material adverse to minorities (e.g. Nazi symbols and slogans), or false ID cards. Enamel black heel and sole dressing.

P. 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.

Q. 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 users will conduct themselves in the most proper manner and use only proper, polite language when using computer networks on and off campus. 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. Personal computers will not be used for other than academic/official purposes during ESP.
- h. Non-academic use of DVDs on computers or DVD players is a senior class privilege.
- i. Watching movies on a computer during ESP is a senior class privilege.

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

S. 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.

T. EXTREMISM.

1. Participation in extremist organizations or activities is inconsistent with the responsibilities of service, is in direct conflict with good order and discipline,

and violates our duty and ethics. It is the policy of The Citadel to provide equal opportunity and treatment for all cadets without regard to race, color, national origin, religion, or gender. Enforcement of The Citadel's equal opportunity policy is a responsibility of every cadet and is vitally important to unit cohesion and morale.

2. An "extremist organization" or "activity" shall be defined to include, but not necessarily limited to any organization or activity which advocates violence, overthrow or disruption of the United States or State Government (militiamen); denigrates others on the basis of race, ethnicity, religion or gender. Also, included are memberships in these organizations, or the use of on the campus of The Citadel words, symbols, clothing, posters and decals from any hate groups or related organizations.

3. All cadets must be alert to the signs of extremism or gang activity and be proactive in identifying cadets who may be involved in these kinds of activities. Cadets should pass any credible information to their chain of command. Cadet Commanders must counsel cadets who are alleged to be racists, extremists, skinheads, or gang members, or who are alleged to be associating with the activities of such individuals or groups. The counseling session should be in writing in all cases and include an order to the cadets to refrain from engaging in improper activities.

U. 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 and initialing the tags on the fire extinguishers on a monthly basis.

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

f. A cadet fire watch will be maintained during hours of darkness 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 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.

V. 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, who 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:

1. All weapons will be registered with the College Armorer and stored in the Commandant’s Supply.

2. Ammunition is stored in the ammunition bunker under the supervision of the College Armorer.

3. Cadets may temporarily store weapons and ammunition in Public Safety during times that the other facilities are closed.

4. No weapons are fired on campus except at designated approved ranges under the direction of proper authority.

5. At no time may personal weapons be taken into cadet rooms or any building on campus other than Public Safety for authorized purposes.

W. 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 R, “Deliveries to the Barracks,” for further restrictions.

X. FOOTBALL GAMES.

1. All cadets will march over to the stadium for football games.

2. Public Safety will enforce a zero tolerance 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.

4. Good order and discipline during march-over and in the barracks will be emphasized.

Y. FURLOUGH, AND LEAVES.

1. FURLOUGHS AND EXTENDED LEAVES. Furloughs are periods during the normal academic year when cadets are released from academic and military duties. The normal furlough periods are Christmas and Summer. The Fall and Spring breaks and other extended periods, as determined by the President, are considered Extended Leaves. Special instructions concerning Furloughs and Extended Leaves are announced in memoranda published by the Commandant's Department. Cadets on Furlough may be subject to discipline for misconduct per Section V, paragraph 5, of the College Regulations. Cadet conduct during periods of Extended Leave is expected to be in accordance with the same standards as apply when the cadet is on campus.

Furloughs and Extended Leaves are announced prior to the start of each school year. 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. 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.

2. LEAVES.

a. 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 in-

vited 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 on leave will leave their rooms in MRI Order.

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

(6) Leave requests from cadets in the Infirmary are submitted through The Citadel physician to the Assistant Commandant for Administration and Discipline.

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

(8) 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.

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

(10) 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.

(11) Deficient cadets who incur an obligation that cannot be re-scheduled should request a Special Leave.

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

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 1200 hours 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

CLASS
1st, 2nd, 3rd
4th

SUNDAY
0700-1950
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.

c. For those cadets who are otherwise eligible, General Leave **may not** be withheld as a punishment.

Z. 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 (see Chapter 8, The White Book).
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. Due to the deterioration of the concrete structure of the barracks, cadet “hydro” details will not be performed on the galleries.

AA. GAMBLING. Cadets are forbidden to gamble on campus.

BB. 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.

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 communications, 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.

CC. 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.

DD. HITCHHIKING. Cadets may not hitchhike.

EE. 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.

FF. 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.

GG. 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 unit commander displayed on their door.

4. Effective with the Reading Day prior to final examinations and con-

tinuing through the examination period, cadets of all classes are authorized unlimited late lights to study for examinations.

HH. 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.

II. 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 953-5114 to report the emergency.

3. Cadets report inoperable light bulbs in their rooms (medicine cabinet or florescent) to the Company Supply Sergeant and then enters their room number and type of light bulb inoperable on the "Light List" on the Battalion Guardroom bulletin board. Custodian replaces bulbs.

4. Failure of heat or water systems and other barracks repairs of any urgent nature must be reported immediately to the Assistant Commandant of Cadets during normal duty hours and to the 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 fair wear and tear.

JJ. MARRIAGE AND CHILD CUSTODY. Cadet life is stressful, physically demanding, and requires the full-time commitment of all cadets. Consequently, cadets, male or female, are not permitted to be married nor are they permitted to have custody of, or direct legal responsibility for a child. A cadet who is married while enrolled at The Citadel must resign from the Corps of Cadets.

KK. MEDICAL SERVICES.

1. General.

a. Medical services are available to all cadets at The Citadel's

Murray Memorial Infirmary, and at the Seignious Hall Sports Medicine Facility for athletic rehabilitation and support of other designated cadet activities.

b. Except in an emergency occurring on leave requiring immediate attention, a cadet may not arrange for or receive professional treatment from doctors or specialists without the knowledge of The Citadel physician. Applications for any special leave required for such treatment must be submitted to The Citadel physician and, if approved, are forwarded by The Citadel physician to the Commandant.

c. Cadets must not release any information regarding illness or injuries of other cadets without securing a statement of the facts in the case and permission to use them from the physician.

d. Cadets who are receiving medical care under the auspices of a private doctor must in all cases report the nature of the treatment, to include the illness and prescribed medication, to The Citadel physician.

e. Cadets in the Infirmary must obtain permission of the physician or the assistant before leaving the Infirmary for any purpose and must report their departure and return to the nurse, enters their name on the infirmary sign-out sheet, and sign in on return. On entering the barracks or on leaving The Citadel campus, they also report their departure and return to the Officer of the Guard.

2. Sick Call.

a. Cadets requiring sick call report to the Infirmary, or Training Room (if on Corps Squad), at **0645**. On PT days, cadets requiring to go to Sick Call will muster with their units and after formation, will report to the south entrance of Coward Hall. There, the JOD will take a roster and at 0625, march all these cadets to the Infirmary and Training Room. After 2200, cadets requiring medical treatment may have a member of the guard notify the nurse/ATC on duty. Cadets reporting to the Infirmary are required to inform the Cadet Chain of Command.

b. Upon arrival at the Infirmary, cadets report to the nurse/ATC on duty and sign in. All cadets are then seated in the waiting room until called by the nurse or physician.

c. Cadets with 0800 classes, quizzes, etc. must make this fact known to the nurse/ATC upon signing in. To the extent possible, these cadets will be seen immediately after emergencies.

d. Cadets marked in a status other than "Duty" are required to report back to the Infirmary as ordered by the physician or nurse.

e. Cadets marked "Duty" report to the military duty, formation, or class immediately after being released from the Infirmary, regardless of the time remaining for that duty.

f. Cadets who must go by their room for equipment before duty, drill, or class are allowed twenty minutes maximum for this purpose.

g. Upon arrival at class or other duty, cadets present their Infirmary Slip to the Instructor or Officer-in-Charge (OC) who enters the time of arrival for duty. The Instructors or OC sign their name on the Infirmary slip. Cadets

taking more than 20 minutes from Infirmary to duty location are reported.

h. Cadets in the Infirmary are subject to the orders of the physician or the nurse. Both patients and visiting cadets must obey all Infirmary regulations.

i. Any cadets who consider themselves too ill to go to class are required to report to the Infirmary. The excuse “sick” from a cadet who has not reported to the Infirmary and signed in will not be accepted.

3. **Dispositions Other Than Duty.**

a. XMD (excused military duty) or XD (excused duty). Not required to perform military duty or march in ranks. The cadet is required to meet all company formations. After report of absentees has been received by the first sergeant, the cadet falls out and proceeds to the destination. The excused status will not normally exceed **21 days**.

b. XPE (excused physical exercise) or XPT (excused physical training). Not required to perform physical portion of training but must be present to observe instruction.

c. XR (excused rifle) or XI (excused instrument). Excused from carrying rifle or musical instrument, except must march with unit for all activities but parade or ceremonies.

d. “R” added to one of the above restricts the cadet to campus.

e. Cadets marked for other than “Duty” must observe the following:

(1) Unless otherwise noted by the physician, cadets in “sick restriction” are subject to the same rules laid down for cadets in ordinary restriction (i.e., not authorized to leave the campus during general leave, pass, etc.). This status remains until marked “Duty” by the physician.

(2) Cadets receiving other than “Duty” status on Fridays are normally restricted to the campus over the weekend.

(3) XMD, XD, XPE, or XPT cadets must serve confinements in lieu of walking punishment tours at the rate of two confinements for one tour. XR and XI cadets will walk tours without a rifle.

(4) XMD, XD, XR, XI, XPE or XPT cadets must stand personal and room inspection for SMI unless the physician’s instructions strictly forbid it.

f. **Temporary Disability:** A cadet is placed in Temporary Disability Status (TDS) when a medical condition requires that the cadet be excused from military duties or physical training over an extended period of time. This **does not** automatically place a cadet on “X-uniform” status. The cadets infirmary slip must specifically be marked “X-uniform”. The recovery time required to warrant placing a cadet on TDS will vary with the disease or injury and with the duties, training, or classes the cadet will be required to miss. For example, an illness requiring a projected five-day recovery time might not warrant TDS unless this illness occurs during the Fourth Class Cadre Training Period. Other examples include such conditions as knee rehabilitation, pregnancy, jaundice, etc. The College Physician places a cadet on TDS. A cadet placed on TDS will not be subject to a Medical Review Board (MRB) except under unusual circumstances (i.e. temporary disabil-

ity longer than anticipated by physician).

MRB:

Vice President of Academic Affairs (may designate a Dean)*

Commandant (may designate an Assistant Commandant)

College Physician

Vice President for Finance

Dean of Undergraduate Studies

Dean of Enrollment (non-voting)

Registrar's Office (non-voting)

***NOTE:** Either the VPAA or the Commandant must be present.

g. Triggers for actions on Temporary Disability, Excused Military Duty (XMD) or Excused Physical Training (XPT)

(1) Cadets on Temporary Disability Status: A cadet on Temporary Disability Status will automatically be required to appear before the standing Medical Review Board to determine if the cadet will be permitted to remain in the Corps of Cadets if the temporary disability lasts longer than would be anticipated for that particular illness.

(2) Cadets Not on Temporary Disability Status:
a. It is the responsibility of the Infirmary staff to determine the codes needed to identify the types of contact a cadet might have with the Infirmary. These codes include the following:

- Visit to the Infirmary
- XMD
- XPT
- XR
- Soft shoe
- Day patient
- Inpatient in the Infirmary
- Inpatient in a local hospital
- PT on medical leave

(3) The codes will be entered each day until the cadet is returned to full duty. These codes will provide the MRB valuable insights into the medical history of the cadet, and it is the daily responsibility of the Infirmary staff to update the XMD status screen of Student Information System (SIS). It is the responsibility of the college physician to monitor the SIS XMD status screen and make appropriate referrals to the Standing MRB.

(4) Recommended Trigger for Fourth Class Cadets During Fourth Class Training: A fourth class cadet who has missed or is likely to miss a significant portion (more than 30%) of the fourth class cadre training period will be required to appear before the Medical Review Board to determine if the cadet will be permitted to remain in The Corps of Cadets.

(5) Recommended Trigger for Fourth Class Cadets After Fourth Class Training and Upperclass Cadets: Any upperclass cadet or fourth class cadet (after the cadre training period) who accumulates excessive (more than 21) Infirmary contacts in a semester will be referred to the Medical Review Board to determine if they will be permitted to remain in The Corps of Cadets.

h. PROCEDURE AND RECOMMENDATIONS:

Cadet in TDS:

(1) A cadet in TDS longer than anticipated for this condition will appear before the Standing Medical Review Board to determine if the cadet will be permitted to remain in The Corps of Cadets. In this review process, the College Physician will explain to the MRB the condition which has led to the decision to place the cadet in TDS, the Commandant will detail the training missed or to be missed, and, when appropriate, the Vice President for Academic Affairs will document the academic classes missed or to be missed. The MRB will make one of the following recommendations:

- Continue in cadet status
- Continue in cadet status with follow-up review
- Medical discharge

(2) If the Medical Review Board determines that the cadet should be discharged from The Corps of Cadets, it will so recommend to the President who will take final action. Upperclass cadets applying for readmission may do so in the following semester. Fourth class cadets who receive medical discharges during the fourth class training period will not be considered for readmission until the following fall. When a cadet is discharged during the fourth class year, the Commandant of Cadets will determine how much of the fourth class year, (one semester or two semesters) must be completed by the cadet upon readmission. A condition of readmission after a medical discharge for all classes is that the cadet be cleared medically by the College Physician.

(3) Fourth Class Cadets During Fourth Class Training:

It is the responsibility of the College Physician to monitor the Infirmary contacts of all cadets. If a fourth class cadet has missed or is likely to miss more than 30% of the fourth class training period, that cadet will be required to appear before the Medical Review Board to determine if they will be permitted to remain in The Corps of Cadets. In this review process, the College Physician will explain to the MRB the nature of the cadet's contacts with the Infirmary, and the Commandant will detail the training missed or to be missed. The MRB will make one of the following recommendations:

- Continue in cadet status
- Medical discharge
- Appearance before a Commandant's Board or Hearing for potential malingering.

(4) If the Medical Review Board determines that the cadet should be discharged from The Corps of Cadets, it will so recommend to the President who will take final action. For fourth class cadets who receive medical discharges during the fourth class year, the Commandant of Cadets will determine how much of the fourth class year (one semester or two semesters) must be completed upon readmission. A condition of readmission after a Medical Discharge is that the cadet be cleared medically by the College Physician.

(5) Cadets required to appear before an MRB will do so in the current semester. Such boards will not be permitted to be delayed until the following semester.

4. **Infirmary Reports.** The physician maintains a log showing the time-in and date, time-out and date on each cadet who reports to the Infirmary.

5. **Special Medical and Dental Services.**

a. Appointments for dental work, eye examinations, etc. should be made during the summer, Christmas, or spring furlough periods.

b. In cases of emergency, there are competent specialists and ample facilities in Charleston to take care of any medical or dental needs.

c. If services of a local dentist, ophthalmologist, or other specialist are deemed necessary, cadets may not make their own appointments. The cadet must inform The Citadel physician and the physician will schedule the appointment for the cadet.

d. Procedures to obtain special medical/dental services:

(1) Cadets report to sick call, discuss their cases with the physician, and fill out the necessary forms.

(2) The physician makes necessary appointments with appropriate Charleston physicians or dentists. No appointments are to be made during classes, drills, parades, ceremonies, etc. if at all possible.

(3) Cadets will contact the Infirmary between 0900 and 0930 to verify their appointment date and time.

(4) On the day of the appointment, a cadet reports to the Infirmary to obtain an Infirmary Pass (the pass is given just prior to the appointment, not sick call).

(5) Additional appointments, if required, are reported to The Citadel Infirmary as soon as a cadet returns to campus from the first appointment.

6. **Infirmary Leave.** Sick or injured cadets confined to the Infirmary are generally not eligible for weekend or general leave. In the event of extenuating circumstances, the physician allow leave consistent with the cadet's medical condition.

7. **Medical Leave.** If the physician determines that a cadet requires medi-

cal treatment by a specialist for a period of time or is in need of convalescent leave, the physician reports this information to the Office of the Assistant Commandant for Administration and Discipline on a Citadel memorandum. Authorization for such leave is made by special orders published by the Commandant's Office.

8. **Malingering.** "Malingering" is defined as "to feign sickness or injury to avoid duty, work, etc." Cadets who fail to give the physician or nurse full and accurate information concerning their condition with the intent to deceive in order to evade duties or classes shall be considered as malingering and may be returned to duty.

9. **Prescription Drugs.** Cadets who are taking medicine or drugs prescribed by a private physician must report this fact to The Citadel Physician, who determines whether or not the prescription must be administered at the Infirmary or can be kept in barracks rooms. Cadet's who keep prescription drugs in their room will keep them in the current prescription bottle and secured in a locked lock-box. Cadets are prohibited from giving another cadet a drug which has been prescribed by a doctor. See page 14, paragraph C.3.a.

10. **Sign-In (Restricted Cadets).** Cadets having confinements/tours who receive XMD status and are confined to bed are not required to sign Restriction/Confinement Sheets in the Duty Team room on Wednesday, Friday, Saturday, or Sunday. They must inform the Company duty team who checks these cadets at times indicated on the Restriction/Confinement Sheets to insure cadets are in their rooms. All other XMD cadets must sign Restriction/Confinement Sheets.

11. **Emergency Procedures.**

a. **Serious Injuries/Illness Requiring Transport to a Hospital: DO NOT MOVE A CADET WHO IS UNCONSCIOUS.**

(1) Any injury resulting in loss of consciousness lasting for more than a few seconds.

(2) Any injury with possible damage to the neck or spine.

(3) Any serious injury that may have life-threatening consequences.

(4) Severe or life-threatening depression.

(5) Life-threatening drug or alcohol ingestion.

b. **Action to be Taken:** Call Public Safety at 3-5114 on campus and state that EMS is required, the type of injury that has occurred, and the location of the injured cadet(s). DO NOT call Infirmary for assistance in this type of accident. The Public Safety Officer notifies the Infirmary and Sports Medicine staffs after calling EMS.

c. The Sports Medicine Staff may be called and will respond to any activity related injuries or illnesses (sprains, fractures, dislocations, or heat problems, etc.) during normal duty hours Monday through Friday from 0800 to

1800. They will assess and make the appropriate disposition. EMS will be called only if necessary.

12. Medical Insurance. It is required that all cadets have medical insurance for the entire time they are enrolled at The Citadel. Cadets must notify the Infirmary in writing when and if they change Insurance Plans. South Carolina has a student Insurance Policy highly endorsed by The Citadel, which is available to all Cadets. Cadets should contact the Infirmary if interested.

13. Cadet Illness During Parades.

a. Cadets who feel that they are too ill to participate in parade will only be excused by cadet commanders to report to the Infirmary where an XMD determination will be made. Cadets may not be excused by cadet commanders to stay in their rooms because of illness. Cadets previously excused from accountability, for medical reasons (XMD, X-rifle, etc.) will meet the company parade formation, then be released to observe the parade from the bleachers.

b. Cadets who get sick after Adjutant's Call for parade and are unable to complete the parade may fall out of the parade and report to the infirmary. Cadets falling out for this reason will inform a member of their chain of command.

c. Cadets who feel weak, dizzy, or feel that they might faint during parade may fall out of formation and with the assistance of no more than two other cadets, move discretely to the rear of the formation, next to the Avenue of Remembrance, and lay down in the shade. Once the ill cadet feels better, he/she may be escorted directly to the Infirmary. If a cadet loses consciousness during parade, he/she should be moved to the rear of the formation and transported as rapidly as possible to the Infirmary.

LL. 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 who are running individually for physical training should salute.

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

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

7. Cadets in informal groups are called to attention by the first cadet

observing an officer and all salute.

8. 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.

9. 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.

10. 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).”

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

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

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

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

MM. 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 OC 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 Physical Education Department 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.

4. The only exceptions to the above “off-limits” areas are for cadets per-

forming official duties requiring them to enter an “off-limits” area and for cadets acting by authority of the Commandant.

NN. OFF-CAMPUS HOUSING. A cadet may not rent, lease, purchase, or otherwise gain possession or use of any room, house, or apartment, including fraternity/sorority houses, within the limits of the Tri-County area. Exceptions to this regulation require prior written approval of the Commandant. Violation will result in a PR: “avoiding strict compliance-Major.”

OO. 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.

PP. PAINT IN THE BARRACKS.

1. Authorized Painting.

a. New 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. Old 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 upper-class 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.

QQ. 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.**

RR. PREGNANCY POLICY. Pregnancy is considered by The Citadel to be a temporary disability. Once a cadet is known to be pregnant, the college physician 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 college physician. 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.

SS. PROPERTY RESPONSIBILITY.

1. Any cadet who wantonly damages or removes any private or public property without permission shall be required to make proper compensation 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.

TT. PUBLICATIONS.

1. A current copy of the following College publications will be maintained in each cadet room: The Blue Book, The Art of Good Taste, 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). The Cadet Room Orderly is re-

responsible for keeping all publications current and present. Individual cadets are responsible for maintaining their personal hazing, harassment, PT, bill of rights and academic cards, in accordance with paragraph XX.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. All publications by cadets for public or private distribution are subject to the written approval of the Commandant, and detailed plans are therefore submitted in advance of publication by the cadet editors concerned.

4. 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

5. 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.

6. 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.

7. 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.

UU. 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-classman's chain of command (the company commander, platoon leader, First Sergeant, Supply Sergeant or squad leader) who will perform the push-ups with the fourth-class cadet. The maximum time for the completion of 20 pushups is no longer than 2 minutes. **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 are not authorized to have fourth class cadets do push-ups.

2. Push-ups will be limited to no more than 20 repetitions in a 30 minute period.

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.

VV. 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. 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. **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 which interfere with proper exercise of their duties within the Cadet Chain of Command or good order and discipline of the Corps. Specifically, cadets must not date a

ted.

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.

6. **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.

7. **RAPE AND SEXUAL ASSAULT.** Rape is defined as sexual intercourse without affirmative consent. Types of force may include physical violence, physical coercion, or the threat of physical harm (including the use of a weapon). Rape and sexual assault can also occur when the victim is unconscious or otherwise incapable of resisting and has not consented to the act. Sexual Assault is defined as any unwanted sexual behavior or contact, in addition to rape, including forced oral sex, forced anal intercourse, and forced penetration of genital or anal openings by a foreign object, such as a finger. Other, nonpenetrating, forms of sexual assault include the unwanted kissing or touching, directly or through clothing, of an intimate part of another person, such as a sexual organ, buttocks, or breast.

8. **DATE OR ACQUAINTANCE RAPE.** Date or Acquaintance Rape occurs with someone known to the victim, such as a date, boyfriend, girlfriend, casual friend, neighbor, or acquaintance. This type of rape is as serious as stranger rape, and the same criminal laws apply. Date rape often but not always occurs out of some level of mutually accepted sexual activity. At some point, however, the victim has stopped consenting and is overpowered, resulting in rape.

9. **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.

10. **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. This necessitates zero tolerance of sexual harassment. See Memorandum #20 in the White Book.

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.

11. **ROACHING.** Any act of personal servitude by an underclassmen or physical/verbal abuse by an upperclassmen for which in return there is an expectation of a favorable consideration for rank, position, or membership is strictly prohibited.

WW. 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 tape recorders in investigations without the approval of the Commandant.

XX. 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 their 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 in Chapter 9 of the White Book.

2. **Room Assignment.** Cadets room only with members of their class and organization (company/staff). Exceptions to this policy are only made with the **written** permission of the Commandant. All Fourth Class cadets are assigned to a two-person room. No academic deficient cadet, regardless of class, lives in a 4-person room.

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 furni-

ture 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 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 and tower rooms are responsible for the proper police of corridors leading from 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 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. Top Drawer.

(1) Left Half: Valuables.

(2) Right Half: Brass, webbing, cartridge box/sash, collars, cuffs, suspenders, and shoulder boards.

b. Second drawer, left to right: Undershirts, underpants, bras (if applicable), rolled socks, gloves, handkerchiefs, scarf. Clean summer PT shirts will be folded and stacked under clean undershirts. Clean summer PT shorts will be folded and stacked below under pants.

c. Third drawer, left to right: Pajamas, laundry bag, sheets, pillow cases, towels, and washcloths.

d. Fourth drawer, left to right: All unworn cotton shirts and gray trousers on top of white pants.

5. **Desk.**

a. Top shelf: CDs, tapes, computer disks, oversized books, one picture, radio, and clock.

b. Middle shelf: Taller books on left side and descending in height toward the right.

c. Bottom shelf: Remaining books, desk lamp, desk set, and telephone.

d. Drawers: Authorized personal and academic items, clean and neatly arranged.

e. Only approved brown metallic chairs issued by the school will be authorized. Regimental, Battalion, and Company Commanders and their roommates will be authorized an alternative chair as approved by the TAC.

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

a. Articles in descending order of height from left to right.

- b. Doors closed, mirror cleaned.
- c. Light off, globe cleaned.
- d. One white towel and washcloth folded on the towel rack, single fold toward the inspector; washcloth in front.
- e. Shoe polish, polishing and other cleaning items neatly arranged under sink.

7. **Name Cards.**

- 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) Chest of drawers: In holder.
 - (6) Press: In holder.
 - (7) Rifle Rack.
- b. Each cadet is personally responsible for ensuring their name cards are correct and posted at all times.

8. **Shoes.**

- a. All black uniform shoes are displayed under bed with laces tied, toes facing out and lined with bed posts, end shoe touching bed post, and displayed at same end of bed as cadet's pillow. Note: In four-person corner rooms where bunks normally extend toward center of room and both sides of bed are exposed, shoes are set on that side nearest door and at same end of bed as pillow.
- b. Other shoes are to be neatly arranged and displayed in two rows in bottom of 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, and 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 bottom of 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: One small suitcase or overnight bag on left and no boxes. One stereo speaker (2-ft. maximum height) on right with only two 2'-by-14" speakers per room. Each musical instrument is to be stored in case.
- b. Top Shelf left to right.
 - (1) Blanket(s) are to be folded width of Citadel crest (16"), single fold to front (Citadel crest showing), flush with edge of shelf. Citadel blanket on top if more than one blanket. Only the two blankets authorized are allowed in a room (no quilts, afghans, etc. are allowed).
 - (2) White dress cap in center rear of shelf with cap bill forward.

- (3) Black dress cap in center front of shelf with tip of bill flush with edge.
- (4) Shako with plume or pom pom affixed on right rear of shelf.
- (5) Field caps on right front of shelf with front of cap flush with edge and top of cap facing center of shelf.
- (6) Rain cap covers are placed on dress caps (black on black, clear on white) when stored in press to act as dust covers.
- (7) All articles are to be dusted and hat brass shined.

c. Hanging space: On coat hangers from left to right with front of uniform facing to right, hangers evenly spaced with open end facing wall in the following order: Raincoat, Bathrobe, Overcoat, Full-dress coat with trousers underneath, Dress Coat with trousers underneath, Field jacket, White coat, Summer leave uniform with trousers underneath, Shirts (gray cotton), Athletic clothes, Blazer uniform for academic First classmen and academic second classmen (during the second semester only), authorized civilian clothes for academic First Class only, and two sets of fatigues/BDUs.

Civilian clothes must be enclosed in a hang-up bag that must not bulge. Only one bag per cadet and two suits in each hang-up bag. Civilian shirts must be in a hang-up bag. One all-weather, trench-type coat is allowed and hung to the right of the hanging bag. One black umbrella is allowed for use with blazer uniform or civilian clothes. All trousers and shirts, except for summer leave and gray uniform shirt, are to be placed under their respective coats. They are not to be displayed on separate hangers.

d. Bottom of press: Footwear is to be neatly arranged, heels against back of press and military boots or taller shoes on left (and rear if two rows), descending in height to the right (boots, basketball shoes, tennis shoes, bedroom slippers, shower shoes).

10. **Bed.**

a. Top bunk has head toward door; bottom bunk has head toward window.

b. Bed is to be made with two white sheets, one pillow, one white cover, and one blue Citadel spread. For MRI:

(1) Bottom sheet is to be mitered (45 degree tuck) at all corners and properly tucked in on both sides.

(2) Top sheet has a six-inch (6") collar with top of collar six inches (6") from top of mattress. Foot of sheet is to be mitered and sides tucked in.

(3) Top of pillow is to be six inches (6") from top of mattress, flush with white collar. The open end of the pillow case is to be toward the wall and tucked under pillow.

(4) Top of spread covering and tucked under pillow six (6") from top of mattress with mitered corners at foot and sides neatly tucked under mattress. Spread is to be pulled tight with no wrinkles. If blanket is used in bed make-up, it

will be beneath the spread (MRI only).

(5) For SMI, see paragraph 12.b.(1).

c. Each cadet is authorized one plastic storage box that can fit under the bed that does not exceed 32" L, 11" H, and 18" Wide dimensions.

11. Miscellaneous Items.

- a. Ash tray: On back center of desk.
- b. Athletic equipment: Stored next to rifle rack. (No lethal weapons such as bow and arrow, spear gun, etc. are allowed.)
- c. Surfboards, scuba gear, etc: Not to be stored in rooms. Surfboards and scuba gear stored in the company storage areas.
- d. Broom and dust pan: In holder behind door with handles up and free of dust.
- e. Chairs: Under desk when not in use. No non-standard, personal desk chairs allowed, nor will tennis balls be split and put on feet of chairs.
- f. Cleaning rod: Hanging with handle up in slot of rifle rack.
- g. Cleanser: In cabinet beneath sink.
- h. 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 allowed on bottom shelf of desk only.
- i. Drawing board, T-squares, and triangles: On floor leaning against side of desk.
- j. Drink coolers/ice chests/cardboard boxes: Not allowed in rooms.
- k. Portable Fans: On the half-press or stowed under bed (not left in windows and must be properly cleaned for SMI).
- l. Laundry bag: Laundry bag will contain dirty laundry only. Clean laundry will be properly stored in half-press. Only one dirty laundry bag per cadet is to be hung on bed. No laundry bags will be hung on back of doors or anywhere else in room.
- m. Stereo/record/tape player or TV (First Class only). On the half-press and stereo centered on top shelf of desk. (TV 19" screen or smaller and stereo speakers 2' x 14" maximum.)
- n. 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. Class schedule properly filled out.
- o. Sword: In rifle rack hanging from top with belt hanging full length from hook on side of rack.
- p. Typewriter: On top of press on right.
- q. 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 PT cards. Fourth Class cadets will also have their grade cards displayed in this location.
- r. Nothing to be taped to furniture or anywhere in the room except for cadet name tags.
- s. Computer: New desk-CPU in provided desk space, keyboard and

monitor centered on backs of desktop. Old desks-CPU on floor against wall, key board and monitor same as above.

- t. No 'egg crate' sleeping pads are authorized. Cadets will sleep in their assigned beds, which will be made every day.
- u. No rugs or candles are authorized.
- v. Folding chairs are prohibited in cadet rooms.

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.
- (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: Chest and desk drawers are to be tiered in the open position beginning at the top.
- (4) Electrical appliances: 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: Swept clean and dusted, including windows, transoms, overhead lights, furniture, etc.
- (8) Towel and washcloth: Clean, dry, properly folded according to Paragraph II.7.d., this chapter.

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.

14. **Room Security.** All female cadet rooms and some male rooms are provided inside door latches. The latches may be used by females to secure the room only while dressing or during authorized sleep times. Rooms not provided such latches will not be secured at any time.

YY. RIFLES.

1. **Rifles.** All cadets, 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 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)].

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.

ZZ. Ring Activities.

1. Alcohol will not be served in the mess hall.

2. "Branding" will be treated as hazing.

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

AAA. 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 front and back of company and by all road guards during the hours of darkness and/or inclement weather.
 - d. All formations will be sized prior to starting 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. Cadets will not wear headphones at any time while jogging or riding bicycles on or off campus. Doing so is considered avoiding strict compliance with a lawful order.

BBB. SEARCHES. Officials of the College may conduct searches of a cadet's barracks room, desks, lockers, lock boxes, baggage, automobiles, 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.

CCC. 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.

DDD. 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. Cadets may have a small answering machine approved by The Citadel. Fourth Class cadets may have a phone/cellular phone second semester, if they are academic 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 heading off on leave, special orders, or furlough.
 - 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.

2. **Cadet Mail.** Each cadet is assigned a permanent individual mailbox during initial registration. Malfunctioning and damaged mailboxes are to be re-

ported 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. Official messages. Official messages from the Guard to cadets are written on CC Form 105-63. This form is placed on the desk of the appropriate cadet. A cadet receiving such a message responds without delay and in an appropriate manner.

5. 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.

EEE. 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 authorized as follows:

a. In rooms of barracks unless one of the occupants is a nonsmoker.

b. On Galleries.

3. Cadets may not smoke in uniform in public.

4. Cadets must use designated receptacles when discarding cigarettes.

5. Smoking in bed is prohibited.

6. Spitting in other than appropriate receptacles is prohibited.

7. Upperclassmen will not borrow, traffic or interact with 4th classmen with regard to tobacco products.

8. There is no smoking in Band Barracks except in a specifically designated area.

FFF. 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 and overhead lights on if after sunset and before sunrise. 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 Vice President for Academic Affairs, 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.

c. Receiving Visitors. The reception 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.

GGG. 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.

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 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. 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 blessing. When food is served the fourth class cadets on the mess will be served a normal portion of each item before the upperclass 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, or unnecessary loud talking,

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 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. 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 in the Mess Hall (i.e. M-14s, Rubber Ducks, bayonets or Summeral Guard Rifles).

20. Fourth-class cadets that have earned phone privileges, the second semester, will have the same usage as upper-class cadets. Fourth-class cadets may

not use telephones during ESP. Usage by Fourth-classman will constitute neglect of academic duty.

D. OPTIONAL MEALS.

1. On Sunday, brunch will be an optional meal. This optional meal will be served from 1000 to 1300.
2. Cadets desiring to eat this optional meal will go to the Dining Hall individually.
3. The Wednesday evening meal is optional for upper class cadets.
4. The Cadet Regimental Supply Officer will provide the Food Director by 1200 on Thursday and Monday with an estimate of the number of cadets who will eat optional brunch on the weekend and the optional supper on Wednesday, respectively.
5. The wearing of civilian clothes, field clothing, PT uniform, or the blazer uniform in the Dining Hall at any time is not authorized without the specific approval of the Commandant of Cadets.

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

Assistant Commandant of Cadets - Chair
Regimental Supply Officer
First Battalion Supply Officer
Second Battalion Supply Officer
Third Battalion Supply Officer
Fourth Battalion Supply Officer
Regimental Supply Sergeant
Battalion Supply Sergeant

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 sleep during the MRI inspection 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. 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. Cadet room orderly will be responsible for proper cleanliness of room.

D. 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.

E. UNIT HEALTH AND WELFARE INSPECTIONS.

1. General. Cadet Commanders may conduct cadet unit Health and Welfare Inspections when reasonable justification exists that the College Regulations have been violated with regards to alcohol, 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 cadet's property, privileges and rights are not violated by insufficient or improper inspection procedures.

F. 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 Deputy Commandant and Assistant Commandant for Discipline.

G. 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 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, male earrings, vogue medallions, 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 at/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:** Upperclass female cadets may wear conservative cos-

metics. Moderate makeup, to include lipstick, eye makeup, and rouge 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). Bulldog Club shirts may be worn only to Citadel Basketball games. Cadets wearing this shirt will wear a field jacket over the Bulldog Club shirt 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 shoulder boards or belts.

n. Cadets in uniform, outdoors, do not chew gum, consume food or drink, use tobacco in any form, or carry open food or covered or uncovered drink containers, either on or off campus. Violation constitutes avoiding strict compliance.

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

3. **Leave Uniform:** The uniform for departing and returning from all leaves is the seasonal leave uniform requirement, 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 prescribed dress uniform. No cadets on weekend or overnight leave are authorized to wear civilian clothes within 25 miles of the Charleston area while on leave or pass. Appropriate beachwear may be worn after crossing the primary access bridges to Sullivan's Island, Isle of Palms and Folly Beach. (Note: Seniors and Juniors (during the second semester only) may wear the Blazer uniform on weekend or overnight leave. Only seniors can wear the Blazer uniform on Charleston pass.) Beach wear will not be worn beyond these points when returning.

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, and after crossing the Folley 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, upperclass cadets may depart from and return in civilian clothes. Fourth class cadets depart and return in seasonal uniform.
- e. Cadets in uniform, outdoors, do not chew gum, consume food or drink, use tobacco in any form, or carry open food or covered or uncovered drink containers, either on or off campus.

4. **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. Black 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 (not 30, not 45) degree angle with the vertical.

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.

5. **Gray, Cotton Short Sleeve Shirt:** Buttoned completely except for neck. Black plastic name tag at top edge and centered on right flap of shirt pocket. Badges worn as stated in paragraph G4, this Chapter. 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. 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, 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 inserted with 1/8 inch showing; cuffs inserted with 1/4 inch showing. Coat buttoned and collar fastened. Proper class stripes and chevrons sewn to sleeves.

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 Bulldog Club 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 summer leave uniform.

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. **Battle Dress Uniform (BDU):** Consists of a camouflaged jacket and trouser ensemble with military black boot, camouflaged cap and brown under-shirt. Accessories are as prescribed in the White Book, Chapter 8.

21. **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. 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.

C. See Chapter 8 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 Administration and Discipline. The objective of the Cadet Disciplinary System is to bring about behavioral change through the use of counseling, additional training, rewards, and/or progressively severe punishments for cadet offenders as required. The system, working in concert with the Cadet Leadership Development Program (CLDP), establishes standards, teaches the standards, evaluates performance, provides feedback, and rewards or punishes accordingly.

B. CONDUCT DEFICIENT (CD).

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.
 - 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 hold cadet rank if awarded tours.
 - d. May not receive their diploma, an honorable discharge, or transfer to special student status.
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.

C. 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, ID 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. Cadets are required to initial the DL prior to its return to the Commandant's Department on Thursday of each week.

D. 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.

E. CADET OFFENSES.

1. A cadet who commits an act while 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. A cadet may appeal the awarding of tours, confinements, or demerits as outlined in this publication. The offenses for which a cadet shall 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 of the State of South Carolina;

(c) Conviction of an honor violation, without an accompanying recommendation for leniency;

(d) Violating The Citadel's drug policy as outlined in Section IV, 18, of "College Regulations";

(e) Tolerating (d) above;

(f) Hazing involving physical violence, cruelty, degradation, indignity, or corporal punishment;

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

(h) Sexual assault and attempted sexual assault.

(i) Sexual harassment as defined in Chapter 3, VV.

10.

(j) 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) Expulsion of a senior will result in his/her class ring being retrieved by the Alumni Association. Cost of the ring will be refunded as deemed proper by the Alumni Association.

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

(a) Drunkenness, bringing intoxicating beverages into the barracks or onto Citadel property, or the possession of intoxicating beverages in the barracks or on Citadel property, 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 except under proper supervision on authorized ranges;

(g) Misappropriation of funds;

(h) 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.

(i) Participation in extremist organizations, gang activities, racist or skinhead organizations, or any extremist activity that will adversely affect the good order of The Citadel.

(4) 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 barracks or on the campus;

(c) Insulting a member of the guard by word, action, or gesture, or 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) Calling another cadet to personal account for actions taken while in the discharge of duty;

(e) Sexual Harassment as defined in Chapter 3, para VV.10.

(5) 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.

b. Class II Offenses.

(1) Offenses in this category are all those enumerated in this publication for which the Assistant Commandant for Administration and Discipline shall have the authority to assess against any cadet penalties up to and including 20 demerits and 40 tours.

(2) Cadets may request a Hearing for Class II offenses. If the cadet is granted the Hearing, the cadet may present matters in extenuation or mitigation to the Hearing Officer.

c. Class III Offenses. Offenses in this category are other offenses, except those cited in paragraphs E.1.a. and E.1.b. above, as enumerated in this publication for which penalties have been assigned. All such offenses have assigned punishments.

d. Class IV Offense. A repeat minor offense that is punishable by Cadet Commanders or Tactical Officers. Punishment which may be awarded is described in Annex B.

F. 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 Intimidaion.

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

G. PERFORMANCE REPORTS - CC FORM 53 (PR).

1. A Performance Report (PR) is a formal report of improper or outstanding performance on the part of a cadet (See Chapter 11, White Book). A PR may be submitted by an officer of The Citadel Faculty or Staff, cadet rank holders, members of the Cadet Guard, and by cadets on themselves, when directed by proper authority. The PR will be submitted within 72 hours of the offense being discovered. In the event this time has elapsed, a statement from the reporting official will be attached detailing the reason for late submission. Any reporting official who does not have first hand knowledge of the offense will attach a statement detailing the evidence and stating who did observe the incident. PR's will have, as appropriate, the time, date, and place of the infraction.

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 back 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 and, in the case of Class III Offenses, note the punishment decision on the PR or the ERW and forward it directly to the Commandant's Office. In the case of Class I or Class II Offenses, the Company Commander will make a punishment recommendation and forward the PR/ERW to the Assistant Commandant for Discipline. 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 Administration and Discipline under existing time lines.

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 the statement. 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 12, 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. Cadet's rights for Hearings and Commandant's Boards.

(1) Inform the cadet of the exact time and place the Hearing or Board will meet. This should be done immediately upon the establishment of the date, but no later than 72 hours prior to the convening of the Board, unless the cadet agrees to an earlier date.

(2) Inform the cadet of the exact charges/accusations against him/her. Ensure cadet has a copy of the Performance Report (PR) and is informed of the maximum punishment.

(3) Inform the cadet who his/her accuser is.

(4) Inform the cadet that witnesses may be called to testify against him/her and inform him/her who the witnesses are. Inform the cadet that the names of any additional witnesses that emerge will be provided.

(5) Inform cadet that he/she will be allowed to review any written statements pertinent to the case (give copy of all statements).

(6) Inform the cadet who the Board members will be. De-

scribe to the cadet the role of the Recorder (For Board only).

(7) Inform the cadet of the administrative nature of the Board or Hearing. As such, he/she does not have to answer any questions or make any statement, written or oral, prior to the convening of the Board.

(8) Inform the cadet that during the actual Board proceedings, if he/she elect to testify in his/her own behalf, he/she will be required to answer questions asked of him/her.

(9) Inform the cadet that upon convening of the Board, he/she is allowed to introduce any evidence in his/her behalf. This may be written or oral.

(10) Inform the cadet that he/she can have any witness testify in his/her behalf. These may be witnesses to the alleged incident or character witnesses. Make sure the cadet understands that the responsibility is his/hers for notification of the witnesses concerning the time and place of the Board.

(11) Inform the cadet that should civil charges result from the offense to be heard, any self-incriminating testimony he/she might give could be used against him/her in legal proceedings.

(12) Inform the cadet that he/she will be allowed to introduce to the Board any evidence that might point to any extenuating or mitigating circumstances surrounding the incident.

(13) Inform the cadet he/she has the right to cross examine any and all witnesses who testify during the Board or Hearing.

(14) Inform the cadet he/she has the right to challenge any member of the Board and to freely give his reasons.

(15) Inform the cadet he/she has the right to be represented by a maximum of two cadets or members of the Citadel permanent faculty or staff (exclusive of the special assistant to the President for legal affairs, the Ombudsman, the EEO Officer, and members of the Commandant's Department).

H. 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. As a matter of policy, fourth class cadets do not start accumulating permanent demerits until 1 October.

d. A cadet exceeding an authorized monthly demerit total is de-

clared 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.

2. Restriction.

a. 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.

b. Conduct Deficient cadets are required to initial restriction sheets in their respective guard rooms during the 5-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 Battalion Cadet Officer of the Guard.

c. The Duty Team 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. See White Book, Chapter 1, Functions and Procedures Manual for details.

d. Restriction sign-in is required on Wednesday from 1500 to 1800, on Friday 1700 to 1800 and 2200 to 0100; on Saturday from 1000 to 1300, at 1800, and from 2200 to 0100; and on Sunday from 1000 to 1900.

e. 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.

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

g. Cadets while on restriction may sign out to authorized activities on campus (i.e. 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 each confinement period, each confined cadet reports to the company duty team to initial the restriction and confinement sheet and be inspected for proper uniform. A cadet's initials on the Confinement Sheet indicate 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 the radio, 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.

g. Corps Squad cadets may serve confinements until 2400 on Friday and Saturday nights, but may not exceed a total of 12 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 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.
- 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. Corps Squad cadets may serve tours until 2400 on Friday and Saturday nights, but may not exceed a total of 12 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 only during periods when the Corps is on furlough. 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 two confinements for one tour credit. XMD cadets are not allowed to walk tours.
- b. Confinements are served for tours on a one-for-one basis during designated midterm and final exam periods.

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.

9. Suspension of Punishment. Punishment approval authorities are authorized to suspend up to 50% of a cadet’s punishment at the time that the punishment is awarded. This provision is intended to allow the punishment approval authority to grant a behavioral incentive to deserving cadets. Cadets who have punishment suspended will have the suspended portion added to any subsequent punishment orders which may be received within the next 120 days. Cadets authorized to have punishment suspended must be proficient in all categories. Punishment for those offenses listed in Annex B which are not eligible for Amnesty may not be suspended.

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 paragraph c below.

b. Appeals are submitted in writing in the format shown in Chapter 12, White Book. 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:

<u>OFFENSE</u>	<u>THROUGH</u>	<u>APPROVAL AUTHORITY</u>
Class III	Commander	Deputy Commandant and Assistant Commandant for Discipline
Class II	Commander	Commandant
Class I	Commandant	President 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. 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 punish-

ments during the summer cadre training periods.

I. INVESTIGATIONS AND BOARDS.

1. General. Violations or suspected violations of regulations on the part of cadets are reported on a PR as discussed in paragraph G 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 offense 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.

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 chain of command may be present at the board. CBs are mandatory for those Class I Offenses that carry a maximum punishment of Expulsion, Dismissal, or Suspension, unless the cadet requests a hearing. In the latter case, the Commandant may still direct a CB or award a hearing, depending upon the circumstances of the case. Cadets may request a hearing or a CB for offenses carrying lesser maximum punishments, but the Commandant is the final approval authority as to whether the cadet's request will be granted. CBs may also be appointed at the discretion of the Commandant. CB procedures are in Chapter 12, White Book.

3. Hearings. Hearings are conducted by the Assistant Commandant for Discipline or a designated representative. Hearings or Commandant's Boards are required for Class I offenses. For Class II Offenses, when requested, the offending cadet may be granted a Hearing when determined necessary by the Commandant. Hearings are conducted in accordance with the procedures in Chapter 12, 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 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. A CRB consists of the Cadet Company Commander and a Tactical Officer and is mandatory for all cadets who exceed 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 12, White Book.

6. Suitability Board. SBs are convened by The Citadel President, based on written requests from the Commandant. The purpose of the SB is to determine whether a referred cadet should be allowed to continue as a cadet, be suspended, or dismissed. The SB is composed of a senior faculty or staff member, an O-4 or above faculty or staff member, and a Cadet Captain or above. The Board Recorder is provided by the Office of the President. SB procedures are in Chapter 12, White Book.

7. Appeals of Cases 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 is arbitrary, that is, 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 Officer of the President within five (5) working days of the date the punishment is announced. The Office of 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.

c. The Customs, Regulations, and Cadet Liaison Committee shall review the submitted record without appearance of parties or argument, and deter-

mine 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 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/or student or designate counsel limited to a total of 30 minutes with appropriate responses from the administration. The determination of the Board of Visitors shall be final.

e. A cadet and/or student who is under sentence 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.

J. 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 12, White Book.

2. Required Counseling.

a. Class I. A cadet who is punished for a Class I Offense will be counseled by the Battalion TAC Officer. Counseling is recorded on CC Form 98 and submitted to the Commandant's Office for filing in the cadet's file.

b. Class II. A cadet who is punished for a Class II Offense is counseled by the cadet company commander or, in the event of non-availability, a cadet officer in the cadet's chain of command. Counseling is recorded on CC Form 98 and submitted to the Commandant for filing in the cadet's file.

c. 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.

d. Seventy-Five Percent (75%) of Authorized Demerits. Counseling in the form of a Conduct Review Board consisting of the Cadet Company Commander and the Battalion 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.

e. One Hundred Percent (100%) of Authorized Demerits. Counseling in the form of a Conduct Review Board consisting of the Cadet Company Commander and the Battalion 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.

f. 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.

g. 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.

K. CLASS ABSENCE/LATE POLICY.

1. Cadet class absences or lates are reported by each professor to the Dean of Undergraduate Studies. The Dean in turn provides the reports to Information Technology Services, who enters them into the database.

2. The database then compares the class absence to the authorized absences entered by the Commandant (Special Orders) and the Infirmary (sick call and admissions). Those absences not authorized are then printed out on the unit Delinquency List (DL).

3. Cadets who have extenuating circumstances for their class absence, other than listed above, can appeal their punishment via their cadet chain of command to the Deputy Commandant, on an ERW. Cadets must closely monitor the DL for listings of class absences and lates.

4. Class absences will earn the cadet a punishment of 20 demerits and 20 confinements for the first and second class cut, 20 demerits and 20 tours for the third cut, and all succeeding class cuts. A cadet can achieve Suitability Board status in as few as six (6) unauthorized class cuts.

L. 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. The Citadel President will be the reduction authority for Cadet Lieutenant Colonel and Colonel. The Commandant will be the reduction authority for Cadet Captain, Major, and Cadet Sergeant First Class and above. The Vice President for Academic Affairs will be the reduction authority for cadet Academic Officers. 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.
- 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 with 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 vice the rule.

c. Transfer process requires written clearance and sign out from original unit; acceptance by sign in and signing for property in new unit and authenticated by the TAC.

M. CADET BEHAVIOR WHILE ON LEAVE OR FURLOUGH.

1. Cadet conduct during periods of Extended Leave 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 5, paragraph

5, 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 President.

N. 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;
 - c. Sexual harassment (Minor).

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.

3. 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

OFFENSE	CLASS CODE	MAXIMUM PUNISHMENT
OUTSTANDING PERFORMANCE	CODE	MERITS AUTHORITY
OUTSTANDING PHYSICAL PERFORMANCE, CPFT SCORE OF 300 OR HIGHER	510	10 AUTOMATIC NOTE 3
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.

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Absent Without Leave (AWOL)			
Over 24 hours	I	090	60D/120T and permanent battalion/company transfer
4 hours to 24 hours	I	010	40D/80T
30 minutes to 4 hours	II	011	20D/40T
Loss of Charleston Pass	II	012	5D/10C
Not in possession of Charleston Pass	II	013	10D/20C
Less than 30 minutes	II	260	10D/20C
Absent All-Ins			Punishment will be determined based on the ERW, within AWOL maximum punishment parameters.
Absent From:			
Tours (per missed tour)	II	020	3D/5T
Confinement (per missed con)	II	021	3D/5T
Restriction (per hour missed)	II	026	3D/5T
Guard Mount/Duty Team	II	022	10D/20T
Required Event (e.g. Parade, Inspection, Duty Team Meeting, etc.)	II	024	10D/20C
Absent from Required Formation	II	025	5D/10C
Class Absences:			
First Missed Class	II	114	10D/20C
Second and all succeeding Missed Classes	II	117	10D/20T
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*
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

KEY

D-demerit; C-confinement; T-tour; S-suspension; DS-dismissal; E-expulsion; *no amnesty; \$-pay for damages.

OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
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		Mandatory	DS*
Providing Alcohol to Minor	II	048	Commandant's Board 60D/120T* and permanent battalion/company transfer

Note: All Alcohol related offenses require offender to attend alcohol abuse counseling 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
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	III	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
Unauthorized Decoration/Award	II	065	10D/20T
No shave	III	066	10D
No haircut	III	067	10D

Barracks

Breach of Barracks, i.e., unauthorized departure from barracks (see Chap 3, J.1.)	I	070	40D/80T
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KEY

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OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
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	074	20D/40T \$
Clothing/Uniform			
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	III	096	5D/10C
Minor On Campus	III	085	3D/5C
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
Conduct			
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
Inappropriate conduct	II	094	10D/20T
Branding, Self	I	097	60D/120T
Sitting in car during ESP	II	254	5D/10C
Sexual Activity on Campus (commission of an act of an immoral or vicious nature unbecoming of a cadet)	I	105	E*
Disrespect			
Insubordination	I	100	S
Direct and threatening to a			

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OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
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 or solicitation of drugs or drug paraphernalia	I	110	E*
Inappropriate use of prescription drugs by a cadet for whom the drug is prescribed by a physician	I	111	30D/60T*
Acts which support or encourage drug use	I	112	30D/60T*
Tolerance of drug use	I	118	E*
Bartering, trading, giving, soliciting or receiving prescription drugs to or from another cadet	I	107	expulsion*
Duty			
Improper performance of guard duty or duty team			
Major	II	120	10D/20T
Minor	III	124	10D/20C
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)	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	I	132	60D/120T and permanent battalion/company transfer
Failure to properly register firearms and/or ammo	II	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

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OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT 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-classman	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
Giving improper command to fourth class cadet	II	164	5D/10C
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
Sitting in canteen (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	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

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OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Hazing	I	200	E*
Failure to report	I	202	30D/60T*
Failure to Intervene	I	203	30D/60T*
Hitchhiking	II	210	10D/20C
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
Late			
Class	III	113	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
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	II	283	5D/10C

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OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
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
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			

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OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
of a cadet)			
Major	I	360	E*
Minor	I	361	30D/60T*
Rifle			
Unauthorized removal from campus (Commission of an act unbecoming a cadet)	I	370	DS*
Leaving unsecured	II	371	10D/20T
Failure to know rifle/butt number	III	372	3D
Loss of Government Weapon (Commission of an act unbecoming a cadet)	I	134	S*
Rusty	III	373	10D
Dirty	III	374	7D
Dusty	III	375	3D
Room			
Unauthorized member of opposite gender in room/brks	I	380	60D/120T and permanent battalion/company transfer
Upper-classman in fourth-classman's room during ESP/upper-classman in fourth-classman's room other than the cadet's chain of command for official business only	II	413	10D/20C
Failure to comply with open door/ lights on policy when member of opposite gender in room or upper classmen in a fourth classmen'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

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OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Entering a vacant/empty room	II	382	10D/20C
Not reporting an AWOL window	II	383	20D/40T
Removing door latches/locks/handles	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)	III	328	5D
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	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
Incorrect or no name tags, or no CIT #	II	408	5D/10C
Sleeping during unauthorized time (MRI, ESP)	II	405	5D/10C
Unauthorized electrical appliance	II	327	10D/20C
Repeated Minor Offenses			
Awarded by Company CO	IV	440	5D/10C
Awarded by Battalion CO	IV	441	8D/16C
Awarded by Regimental CO	IV	442	10D/20C
Awarded by Tactical Officer	IV	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

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OFFENSE	CLASS	CODE	MAXIMUM PUNISHMENT
Spitting in other than proper receptacle Second Offense	II	409	5D/10C 5D/10T
Improper Tour, Con, Restriction	II	351	3D/5T no credit for current tour, con
Unauthorized Employment			
Major (Off Campus)	I	420	30D/60T
Minor (On Campus)	II	421	20D/40T
Vehicles			
Traffic Offense on Campus			
Major	II	075	20D/40C Fine
Minor	III	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	III	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

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, S. C. 29409

PROGRAM OF MANDATORY TESTING FOR ILLEGAL DRUGS
THE CITADEL

The Citadel has a clear and unwavering policy of zero tolerance for drugs. Whether on campus or off, the possession, solicitation, distribution, sale, or use of hallucinogenic, narcotic, other controlled drugs or substances, or any drug paraphernalia, except in accordance with a legal prescription for such substance, drug, or paraphernalia for the student possessing or using it, will result in expulsion. This policy does not permit cadets to tolerate these actions by fellow cadets.

In support of this policy, The Citadel reserves the right to test members of the Corps of Cadets periodically for the presence of illegal drugs and other controlled substances. Refusal to participate in this testing may lead to expulsion from the college. Urine samples will be collected by The Citadel Infirmary by trained medical technicians, and each urinalysis will be conducted at the expense of the college. The confirmed detection of illegal substances will result in expulsion as will the confirmed detection of any controlled substance for which no prescription can be produced. The results of these tests will be available only to officials of the college who have a need to know relative to performing their official duties.

While The Citadel does not condone the improper use of alcohol by cadets, the mere detection of the presence of alcohol will not necessarily lead to action on the part of The Citadel. However, improper conduct related to excessive use of alcohol will not be tolerated. Counseling may be required, and suspension, dismissal, or expulsion may result where conduct is discreditable.

Agreeing to participate in this program of mandatory testing for illegal drugs is a condition of acceptance at The Citadel. This document will be kept on file in the Commandant's Office until you graduate from the College.

I, the undersigned, or my parents/guardians (if the undersigned is under 18 years of age), agree voluntarily to abide by The Citadel's policy of

