



_____ The Office of The Commandant, Assistant Commandant for Discipline is responsible for concerning leaves, incentives and privileges.

- i. Cadets must request individual Overnights through CAS. These leaves include Class Allotments, Rank Allotments, and Incentives (see the matrix charts at end of section) the cadet must have unused leave available and be proficient. The

- v. Leaves for substance abuse counseling/classes or AA meetings must go through the Clinic. The Clinic will put the cadet on special orders.
- vi. The Clinic grants all Medical Leaves.
- vii. Requirements for any extensions to any leave/absence other than medical leave must have the approval of the appropriate TAC/COC or from 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 extension of cadet leaves.

TAC Officers or COCs may approve an emergency leave due to serious illness or death in the family or BN TAC approval when necessary and/or outside of normal duty hours. These leaves may be granted to a cadet who has a death or serious illness (which requires hospitalization) in the immediate family or a BN TAC approved person. The immediate family includes parents, grandparents, brothers, sisters, and other permanent members of the cadet's household. The length of Emergency Leave depends on the situation but is normally approved for periods that include no more than five class days. Emergency Leaves are requested online through CAS. When an Emergency Leave is granted, the Commandant's Office is notified as soon as possible. Emergency Leaves may be charged to a cadet's leave account. If a cadet requires Emergency Leave that involves missing classes or duties and time does not permit the cadet to meet with the professor, the cadet is required to email each professor/instructor to inform them of the necessary absence. The TACs or COC may request proof that notification to the professor/instructor has been completed. An emergency contact number must be obtained and final approval of these leaves/passes rests with the Cadet Company Commander and Company or Battalion TAC Officer.

: Cadets who are members of the Reserve Forces of the United States or a state National Guard unit may be granted Military Duty Leave. Request for Military Leave must be submitted through CAS no later than Wednesday prior to the drill weekend. Military Duty Leave will begin concurrent with the date of the drill start time. Cadets will not be authorized overnight leaves as part of Military Drill unless distance to the Drill Location precludes returning to the barracks at night OR the military orders specify in writing that the individual is required to remain at the drill location overnight due to military requirements. Military Leave is not approved for departure before parade on Friday, unless the drill requires the cadet to be present on Friday evening and the distance to the drill site warrants release before parade. Cadets must return by the end of general leave on Sunday (1950) unless distance to the drill site precludes this. The drill location, unit, point of contact, telephone number, and drill start and end date and times will be clearly specified in CAS. Your BN or CO TAC may request a copy of the orders. Military duty leave is not charged against a cadet's normal allocation of leaves, unless a cadet elects to take an Overnight or Weekend in conjunction with drill. Cadets will not change their normally scheduled drill dates for personal convenience, .i.e. open versus closed weekend. Cadets who do reschedule a normal drill weekend must reschedule for an open weekend. Cadets are not authorized to miss class to make up drill periods. Cadets are not normally released early on summer furlough to participate in annual training. If classes, examinations, or other assigned duties are to be missed, the cadet must meet with the professor, and the professor's written agreement to permit making up missed work may be requested by the BN or CO TAC. Final approval authority for these leaves is the Cadet Company Commander and Company or Battalion TAC Officer.

activity related to confirmed membership in an approved Student Activity, Religious Group, Club Sport, or campus organization, they may be granted Leave. Each year, the Director of Cadet Activities publishes a list of College-approved Cadet Clubs, Organizations and Religious Groups. The Health and PE Department Head publishes a list of approved Club Sports. Each of these activities and Club Sports has its own rules for membership or participation but must follow the rules and regulations as defined in White Book Chapter 4 Section I "Experiential Learning and Cadet Activities." Eligible cadets are authorized one event or activity each semester and must wear an authorized Citadel Cadet uniform as specified on the order. A cadet must be a member in good standing to be eligible to participate in these orders.

- ii. **Medical Leave**: Cadets requiring medical leave must have the need verified by Clinic Medical Personnel. The request must be submitted by the Clinic to the Commandant's Office via CAS. While categorized with Special Leaves, the Special Leave Form is not used for Medical Leaves. Medical appointments (Doctor or Dental) cannot be scheduled to take place 2 days before or after a scheduled holiday or furlough.
- iii. **Special Orders**: The only Special Orders that may be approved for these Inspections are for NCAA teams.
 - i. **Proficient C4/5 Cadets**
 - a. Proficient C4/5 cadets will be allowed to leave after their last academic, military, and cadet duty (but not before 1300) until 2230. Abuse of this privilege results in loss of the privilege. The approval authority is the Battalion TAC. The operating procedures require that eligible cadets sign out through CAS and sign-in upon their return.
 - b. **Gold Star cadets, Deans List cadets, and proficient C4/5 or higher cadets** have one 2230 Charleston Pass each week (on Wednesday). Abuse of this privilege results in loss of the privilege. The approval authority is the Company TAC. *The following operating procedures apply:*
 - a) The 1SG will compile a list of all proficient cadets who are eligible to have leave (Gold Star, Dean's List, and proficient C4/5 cadets). To be proficient, C4/5 cadets must be proficient in all areas (academics, conduct, and fitness).
 - b) The unit 1SG will receive the un-laminated leave cards. The 1SG will print the eligible cadet's name and unit on the appropriate leave cards.
 - c) If the cadet is not authoriz

annotated in paragraph A.2. above. The 24-hour passes that are awarded academically to Dean's List and Gold Star cadets are the only incentives that qualify for

Command.

- b. : Cadets w/ Gold Stars or on Dean's List, who are otherwise proficient, are authorized Wednesday CP beginning after last scheduled activity (but not before 1300) until 2230 on Wednesday.
 - c. Cadets w/ Gold Stars or on Dean's List, who are otherwise proficient, are authorized Wednesday CP beginning after last scheduled activity (but not before 1300) until 2230.
 - d. : Cadets w/ Gold Stars or on Dean's List, who are otherwise proficient, are authorized Wednesday CP (2nd Semester ONLY) beginning after last scheduled activity (but not before 1300) until 2230.
- v. CIVILIAN CLOTHES/BLAZER UNIFORM:
- a. or higher: May depart campus for furlough in civilian clothes. C4/5 cadets are authorized to wear the Blazer Uniform on Weekends, Overnights, General Leave, and on CPs.
 - b. May depart campus for furlough in civilian clothes. If approved and announced by the Regimental Commander, C3 cadets are authorized to wear the Blazer Uniform beginning 2nd Semester on Weekends, Overnights, General Leave, and on CPs.
 - c. May depart campus for furlough in civilian clothes.
- vi. CLUB SPORTS:
- a. : May go out for club sports.
 - b. : May not go out for club sports until academic classes begin (after Challenge Week).
- vii. DEAS HALL: All Classes: Fitness facilities are authorized for use by all cadets on a first come, first served basis. cadets will not be restricted from using Deas Hall or any of the equipment in Deas Hall. **Only proficient seniors and gold star juniors are permitted to work out in Deas Hall during the Evening Study Period.**
- viii. FOOTBALL STADIUM/GAMES:
- a. All Classes: A cadet's place of duty during a football game is either in the Corps Section or the section allowed by class privileges. Cadets may only leave the stands after the playing of The Citadel's Alma Mater.
 - b. Cadets sit in sections K, L, and M. Cadets may only use Concessions on the Northside Terrace (top of stadium) or Concourse (u and200301020003-30128017DF1 11

- 2) Alcohol will not be brought in from outside the stadium such as tailgating or by any personal means.
 - 3) To purchase alcohol, you must first receive a wristband from the ID Kiosk which will allow up to three alcohol beverages. Only one wristband will be allowed per cadet. Cadets are prohibited from using another cadet's wristband. The maximum consumption of alcohol per cadet is three alcoholic beverages.
 - 4) Alcohol will only be consumed in cadet sections of the stadium or in the concession area.
 - 5) If a cadet is Weekend Duty, a Sentinel, Battalion Guard/Regimental Guard or on a detail for the football game, they will not consume alcohol.
- d. Tailgating
- 1) If there is General leave, all cadets are allowed to tailgate. If there is no leave, only seniors will be allowed to tailgate. Cadets must adhere to established formation times for march-down.
 - 2) Tailgating is permitted in the City Gym and Altman city parking lot; however, alcohol consumption remains prohibited.
 - 3) Tailgating is also permitted in the MUSC parking lot and is considered off the Citadel campus. You must be signed out on general leave and are allowed to consume alcohol in this parking lot. Failure to sign out and be in the leave uniform will be considered AWOL.
- ix. CANTEEN: C1- There is a Canteen located next to Mark Clark Hall.

17. RANK

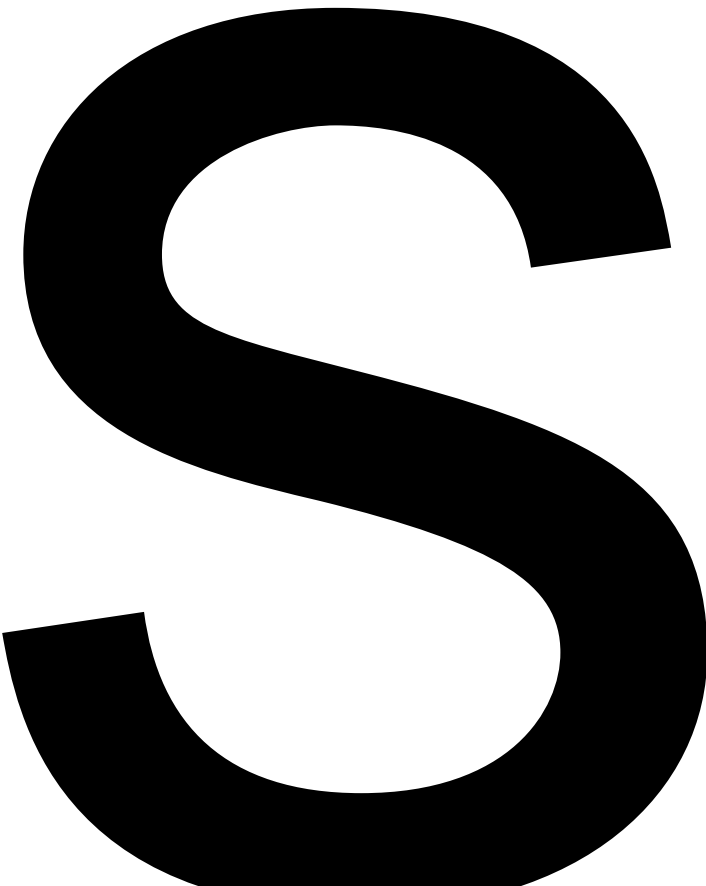
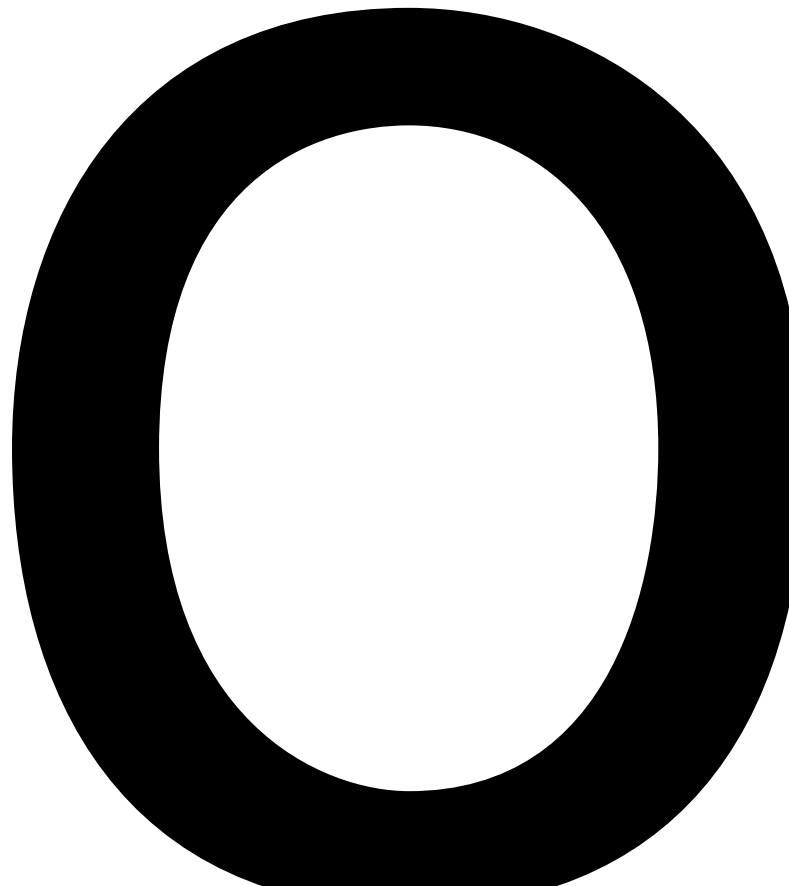
- i. cadets will fill cadet officer positions in The Corps of Cadets.
- ii. cadets will fill cadet sergeant positions in The Corps of Cadets.
- iii. cadets will fill cadet corporal positions in The Corps of Cadets.

18. SIDEWALKS ON AVENUE OF REMEMBRANCE

- i. : May use these sidewalks.
- ii. May not use these sidewalks. Note: if vehicles are parked in the Knob gutter then knobs will use the sidewalk until they safely pass the vehicle.

19. TELEPHONES: All Cadets may possess and use a cell phone according to the policies and procedures below. Barracks rooms are not equipped with landline phone service except for Guard Rooms, and TAC offices. NOTE: Master Sergeants and above may wear one wireless communications device (e.g., cell phone, personal digital assistant (PDA), pagers, etc.) on the Duty and Leave uniforms: on the belt, either side of the body aft of the elbow. Devices will not be visible from the front and worn in such a manner as to impede the normal wear and appearance of the uniform (e.g., sagging, bunching, etc.).

- i. REGULATION: The Citadel may regulate the possession or use of pagers, beepers, and/or cell phones by cadets while the cadets are on campus, while attending school sponsored activities, and while under the supervision and control of Citadel faculty/staff.
- ii. USAGE: Cadets are encouraged to own and carry a cell phone at all times under the following conditions: unauthorized use outside of the barracks is prohibited unless authorized through rank position (MSG and above) for official Citadel business.
 - a. Cell phones must be kept in book bags and programmed in a non-sounding setting and remain in the "silent" or "vibrate" mode when outside of the barracks.
 - b. Messages may only be retrieved during transitional periods (i.e. before class, between classes) and must be done inside of a building, but outside of the classroom.
 - c.

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Citadel phone numbers and email addresses for cadets, faculty and staff are automatically part of the emergency notification system.

20. TELEVISION/VCR IN ROOM (ONE 32" TV)

- i. cadets are authorized to have one 32" (or less) television set with VCR/DVD player per room. Monitors for cadet computers will not exceed 27".
- ii. The under classes are not authorized this privilege.

21. Drop off and Pick-up of Cadets: Classmates, friends and family members may drop off and pick up cadets in front of each barracks – to include C1 cadets.

22. VENDING MACHINES IN BARRACKS

- i. All Upper-Class Cadets may use any of the vending machines in the barracks.
- ii. May only use the vending machines on the first division. Upperclassmen will not impede or deny C1's this privilege.

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Proficient Upperclass Cadets ONLY / 4th Class Cadets may take their award leave 2nd semester.

INDIVIDUAL ACHIEVEMENTS

- ★ DEANS LIST ★
- ★★ PRES LIST ★
- ★★ COMM LIST ★

KFITV CLIP

★ 2ND, 3RD, 4TH ★
 ★★ If served on both – cadet still only gets 2 O/N

Winning Participants & Runner-Ups
CADRE /ATHLETIC CADRE MEMBERS

COMPANY ACHIEVEMENTS

- CO IN each BN w/ HIGHEST GPA (Block) ★ Issued Spring Semester
- CO w/ HIGHEST AVG CPPFT SCORE IN REGT (Block) ★ Once per semester
- CO w/ BEST RETENTION RATE IN REGT- 1ST Semester ★★ Issued Spring Semester

WINNING THE COMPANIES

WINNING THE PLAZA

BATTALION ACHIEVEMENTS

USPTO APTES

***Each Battalion (Bn) Commander is authorized to award one Overseight per month and one 24 hr pass per semester at this discretion for outstanding performance or achievement.