



THE CITADEL

ACADEMIC AFFAIRS

Academic Advising Manual



Academic Advising Manual

I. Academic Advising Mission Statement

The Mission of the Academic Advising Program at The Citadel is to assist students in using the educational programs offered by the college to meet the student's individual needs, enhance their abilities, and to achieve personal, educational, and career goals consistent with the institutional mission of Honor, Duty, and Respect. The integrated program will assist all students to make a successful transition to, and establish their place in, college life; to take responsibility for learning how to set academic, career, and personal goals, and the strategies for achieving them; and to graduate in a timely manner, successfully meeting all requirements. Successful advising contributes to the Citadel's ultimate goal of developing mature and self-directed students capable of making appropriate decisions, becoming life-long learners, and being successful leaders in communities.

II. Goals and Responsibilities of Advisors and Students

The Citadel's goals of academic advising have been developed in accordance with the standards set forth by the National Academic Advising Association (NACADA).

Goal 1: To Help Students Better Understand Themselves

Advising will help students both understand and accept themselves. With the help of an advisor, students should come to a better understanding of their values, goals, abilities, interests, and limitations.

Goal 2: To Help Students Clarify Their Goals

Academic advising will help students define and develop realistic goals. Advisors, therefore, should teach students the process of goal-setting and career planning. To do this requires advisors to help students relate their interests, skills, abilities, and values to careers, occupations, and post-graduate studies. Incorporated into this mix should be an understanding of the nature, purpose, and relevance of higher education and its link to the professional world. Advisors, then, assist students in the clarification of both short- and long-term educational and career goals.

Goal 3: To Help Students Develop a Suitable Educational Plan

All undergraduates in the Corps of Cadets must choose an academic major during the admission process prior to their freshman year. The Academic Advising Program is designed to enhance the student's experience through frequent reviews of their academic progress. Each student's

educational plan should be consistent with their unique life and career goals, interests, and abilities. Further, it is important that students be well informed of the career opportunities related to their academic major. Advisors should be prepared to help students explore alternative courses of action, including but not limited to the identification of other academic and career alternatives if students are struggling in their current major of choice. When necessary, the advisor should encourage students to visit the Career Center when they require an in-depth analysis of other courses of study and career options that are better suited to the student's interests and personality.

Goal 4: To Help Students Select Appropriate Courses and Other Educational Experiences

Academic advising will help students develop their course of study and assist them in achieving their academic goals. Advisors should assist students in choosing courses in accordance with the program requirements established by their academic department and published in the *College Catalog* of the student's year of admittance. Further, the advisor should help students make these course selections by taking into account their ability level and individual needs. Proper course selection should help students reach their educational objectives as efficiently as possible while maintaining the correct scheduling sequence. The choice of electives should also reflect the students' academic major, goals, and personal interests.

Goal 5: To Help Students Interpret Institutional Requirements

The advising process should not only provide students with appropriate information concerning institutional policies, procedures, and requirements but should also ensure that students understand them. For the advising process to be successful, it is essential that the advisor clearly and accurately communicate to the student any and all information regarding their degree program, institutional requirements, graduation requirements, and course offerings.

Goal 6: To Help Students Increase Their Personal Awareness of Campus Resources

The advising process encourages students to take responsibility for their personal academic experience. This includes awareness of the resources on campus that can be utilized to help students achieve their educational and career goals. Advisors should assist students in identifying and locating relevant on-campus resources that could potentially provide assistance concerning the student's individual needs and academic goals.

Goal 7: To Help Students Progress toward Established Goals

The advising process will assist students through evaluation of their progress towards specific goals. Advisors, therefore, should continually help students monitor and evaluate their academic progress as well as assist students in the assessment of their goals. If academic difficulty occurs, advisors should be prepared to assist students in analyzing the causes of such difficulties and in finding solutions that will improve their performance.

Goal 8: To Help Students Develop Decision-Making Skills

Successful advising will develop the student's ability to make good decisions that will enhance their undergraduate experience. Advisors assist students in the process of developing mature decision-making skills. Students should be encouraged to gather and evaluate information, consider their personal values and goals, and make decisions with a clear understanding of alternatives, limitations, and potential consequences. Students should be encouraged to accept and recognize their personal responsibility for the choices they make. The ultimate responsibility for making decisions concerning life goals and educational plans rests with the students, and they must be encouraged to accept this responsibility with intelligence, honor, and integrity. The advisor serves students by reminding them of their personal responsibilities, while helping students identify and evaluate alternative options and the consequences of specific decisions.

Goal 9: To Help Students in the Reinforcement of Personal Self-Direction

The advising process exists to help students grow. Students should grow in self-awareness of the relationship between education and life; students should grow in their ability to set goals and establish plans to achieve those goals; and students should grow in their awareness of their lives beyond their years at The Citadel. Advisors should focus on students' active awareness of life extending past their college years. Advisors should focus on students' active awareness of and participation in their own development. Advisors should provide caring encouragement and support to students throughout this growth process.

Goal 10: To Help Students by Making Referrals to Other Institutional and Community Support Services, When Appropriate

Our ultimate responsibility is to safeguard the well-being of our students. Therefore, the advising process must integrate all on-campus resources to meet the students' unique personal and educational needs and goals. To ensure that students are familiar with and make effective use of these resources, advisors should closely observe their students and identify special needs where they may exist, matching the student with the appropriate resources. Such appropriate referrals by advisors help to ensure that our students' needs are met in a timely and effective manner.

III. Characteristics of Good Advising

1. Demonstrates concern for each advisee. Advisors should develop a relationship with the advisee that is both non-judgmental and non-threatening.
2. Keeps advising hours. Advisors should post and keep office hours and should be available to advisees throughout the Citadel's academic year, in addition to class registration periods.

3. Is a good listener. Quality listening will allow the advisor to gain greater insights into students' problems and strengthen the advisor-advisee relationship.
4. Is realistic. Advisors should be aware of the advisees' goals and self-expectations and review students' records and their past and present performance to make suggestions for career adjustments.
5. Makes referrals. Advisors should have good referral skills, extensive knowledge of campus resources, and be aware of the diversity of students.
6. Provides detailed information. The advisor should assist students in understanding the Citadel's programs, policies and procedures and should acquaint advisees with the *College Catalog*, the registration process, etc.
7. Celebrates success. The advisor should always motivate students. Students deserve encouragement for their achievements.
8. Remains current. The advisor should remain current with the Citadel policies and procedures, federal regulations, and techniques to improve the advisement process. The advisor should also advise from a teaching perspective to promote independent thinking and assist in leadership development.

IV. Schedule Planning Advisement

One of the most frequent reasons for students to make an advising appointment is to plan their schedule of classes for the next term. The advisor should keep the following in mind when making recommendations for courses and schedules.

1. Students previous records: Academic Transcripts and Degree Evaluation
2. Recommended course level: Generally speaking, freshmen should take 100 - level courses, sophomores 200 - level, juniors 300 - level, and seniors 400 - level. It is not recommended that freshman students take 300 - 400 level courses.
3. Course prerequisites: Courses should not be recommended if students have not taken the prerequisites. Advisors should encourage students to take courses in anticipation of meeting prerequisite needs for future semesters.
4. Drop/Add process: Advisors should emphasize deadlines for making schedule changes and the possible consequences of dropping classes (refer students to check with Financial Aid before dropping classes to avoid the loss of Financial Aid).

5. Timing registration: Advisors should encourage students to register as early as possible. Early registration increases the chances that students will be able to register for the courses they want at the time they prefer.
 6. Program requirements: Advisors should make sure students understand whether the courses they have selected do or do not meet degree requirements. Students and advisors should review progress toward graduation when courses are selected for each registration period.
 7. Alternate Schedule: Advisors should encourage students to have alternative courses and course times. Students need to have options in case some courses are closed.
 8. General Content of Courses: Advisors must be familiar with all general education courses and major requirements in the program, so they can answer questions most commonly raised by students.
 9. Course Sequences: Advisors should encourage students to take math and other sequential courses in consecutive semesters. Students should be strongly advised that if they fail the first course in a sequence, it should be repeated and passed before the second course is attempted.
 10. Student Goals: Advisors should determine students' goals before recommending a schedule. Is the student considering changing majors? If so, consider whether the recommended courses will meet requirements for the new major.
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V. Effective Characteristics of the Advising Session

Prior to Scheduling the Advising Session:

1. Post and keep regularly scheduled office hours.
2. Increase office hours during peak registration periods.
3. Understand how to use Banner.
4. Know other advisors and their areas of responsibility.
5. Review current policies and study new policy or procedural changes (changing courses, withdrawal procedures, etc.).
6. Become familiar with course content.
7. Become familiar with resources on campus for possible referrals.

Before an Advising Session:

1. Review the student's Degree Evaluation and keep the *College Catalog* on-hand.
2. Check the student's grade point average and suggest possible strategies to improve the student's GPA.
3. Ensure that student has a current copy of the MAP from the Advising website.

During/After the Advising Session

1. Establish rapport by asking questions that reflect genuine interest in the student.

Examples:

Tell me about...activities, interests, concerns.

What are your study habits?

What are your goals for next semester?

2. Follow through on any commitments made to students.
3. Maintain contact with advisees, particularly those having academic difficulty.

VI. Banner: Directions to View Transcripts and Degree Evaluation

[How to Generate a Degree Evaluation: Faculty and Staff Instructions](#)

[How to Generate a Degree Evaluation: Student Instructions](#)

See below for instructions to view transcripts:

- 1: Log on to Lesesne Gateway at <https://lesesnegateway.citadel.edu/cp/home/displaylogin>
- 2: Click on the *Faculty Tab*.
- 3: Click on *Faculty Services* Menu on right side of page.
- 4: Click on *Advising Menu*.
- 5: Click on *Student Academic Transcript*.
- 6: Click on *Display Transcript*.
- 7: Enter student's ID/name.

VII. Academic Policies

A. Catalog of Record

The *College Catalog* bearing the number of the academic year in which cadets enter The Citadel will be their catalog of record for matters of academic policy. When a cadet is readmitted after an absence of at least three academic semesters (summer sessions will not be considered as semesters for this purpose), the *College Catalog* bearing the number of the academic year in which the student is readmitted will be the catalog of record for matters of academic policy and graduation requirements. The student's catalog of record is located at www.citadel.edu/root/college-catalogs

B. Grades

1. Course Grades

End-of-semester and mid-term grade reports are available electronically through BANNER Self-Service. Only letter grades are given to evaluate an undergraduate student's progress. The following definitions of letter grades are applicable:

- | | | | |
|----------|---------------------------------|----------|--------------------------|
| A | Superior | B | Very Good |
| C | Satisfactory; Acceptable | D | Marginal; Passing |
| F | Unsatisfactory | | |
- P** Grade assigned in pass/fail courses that do not carry credit hours to designate passing performance.
- S** Grade assigned in pass/fail courses that carry credit hours to designate that a grade of “A,” B,” or “C” has been earned and credit has been awarded.
- U** Grade assigned in pass/fail courses and in ENGL 101 to designate that a grade of D or F has been earned and no credit has been awarded.
- I** **Incomplete** is awarded when course requirements have been very nearly met but for authorized reasons (illness, injury, family emergency, etc.) cannot be completed during the current semester. To be eligible for the grade of “I,” students must be passing at the time they are forced to terminate their participation in the course. Students who are not passing at the time they are forced to terminate their participation will receive the grade of “F” in the course. The grade of “I” must be removed within the first thirty class days of the next full semester, or the “I” becomes an “F.” The summer session will not be considered a semester in this case. Under extenuating circumstances, an extension may be awarded by the Associate Provost for Academic Affairs with the recommendation of the instructor. The removal of the Incomplete is the responsibility of the student. Students may not enroll in a course in which they currently have an “I.” A student is not eligible for Dean’s List or Gold Star awards until Incompletes are removed.
- IP** Grade assigned for courses in which requirements are not expected to be met in one academic term. The grade of “IP” must be removed in the next full semester, or the “IP” becomes an “F.” The summer session will not be considered a semester in this case. Under extenuating circumstances, an extension may be awarded by the Associate Provost for Academic Affairs with the recommendation of the instructor. The removal of the “IP” is the responsibility of the student. Students may not enroll in a course in which they currently have an “IP.”

Should a student fail to complete a semester or summer session for any reason, the grade in each course in which the student is then enrolled shall be “F,” “I,” or “W” as determined by the individual faculty member in consultation with the Associate Provost for Academic Affairs.

No numerical symbol, bracket, or percentage is assigned for any grade. Arbitrary distribution of grades according to some formula or curve does not follow college policy. **Every effort is made to obtain consistent grading standards within each department.**

2. Calculating Grade-Point Average

Grade-Point Average Computation

For purposes of ascertaining a grade-point average, grades are weighted as follows:

Grade Quality Points per Semester Hour Remove hyphen

A.....	4
B.....	3
C.....	2
D.....	1
F, I, IP, W, P, and S, U.....	0

The grade-point average for any semester is determined by dividing the total number of quality points earned by the total number of hours for which grades of “A,” “B,” “C,” “D,” or “F” were received.

The cumulative grade-point average on which graduation, academic probation and academic discharge are based is determined by dividing the number of quality points earned at The Citadel by the number of quality hours attempted at The Citadel. For this purpose, the number of quality hours includes all credit hours attempted at The Citadel for which grades of “A,” “B,” “C,” “D,” or “F” were received. The number of quality points earned includes all quality points associated with quality hours earned at The Citadel. The Citadel does not recognize plus or minus grades in undergraduate courses.

3. Pass-Fail

Juniors and seniors with cumulative grade-point averages of 2.00 or higher may take elective courses on a Pass-Fail option. Normally, no more than one course may be taken under this option each semester, and no more than four courses taken under this option may be used to meet graduation requirements. Students may not change their decision to take a course on the Pass-Fail basis after the first two weeks of the term. Courses taken Pass-Fail carry graduation credit, but no quality points are awarded. Such courses are not included in GPA computations except in determining the First and Second Honor Graduates of the graduating cadet class. Instructors report grades as usual, “A” through “F.” The Registrar’s Office translates an “A,” “B,” or “C” as an “S” (meaning “satisfactory, credit awarded”). Grades of “D” or “F” are translated as “U” (meaning “unsatisfactory, no credit awarded”). Cadets who are taking a course under the Pass-Fail option and who wish to be considered for Dean’s List or Gold Star honors must satisfactorily complete the Pass-Fail course and must earn the appropriate GPA on 12 or more semester hours in addition to the Pass-Fail course. In determining the GPA for the position of first and second honor graduates, courses taken under the Pass-Fail option will be included. Students desiring to take a course on the Pass-Fail option should contact the Registrar’s Office, or fill out the following form: [“Pass/Fail Option Form”](#).

4. Audit Status

Any student who is eligible to enroll in a particular course may, with the approval of the instructor and the Registrar, audit the course for no credit. There will be no additional charge if the student is enrolled for credit in courses totaling 12 or more hours. For students taking fewer than 12 credit hours, registration fees and 100 percent of the tuition for the course will be assessed. The student may not change the decision to take the course on the audit basis rather than for credit after the first two weeks of the term. Grades will not be given for courses taking in audit status. The Audit Form can be found at the Registrar's Office or [online Registrar's Forms](#), or [Audit Request form](#).

5. Change of Grade

After grades in a course have been submitted to the Registrar's Office, a change of grade will be considered only in cases of instructor error. The change of grade must be made within one month after the beginning of the next semester following the recording of the grade and must be approved by the head of the instructor's department/school and by the Associate Provost for Academic Affairs. **A grade change may not be based on work submitted after final grades have been submitted.**

6. Taking or Repeating Courses to Improve the GPA

A student may not take or repeat a course which is taught at a lower level than or serves as a prerequisite for a course which the student has already completed. Courses may be repeated under the following conditions:

1. No course may be repeated once a grade of "B" or higher has been earned.
2. If a course is repeated, the last grade of record is used to determine whether course requirements for graduation have been met.
3. If a previously passed course is repeated, the hours may be used only once toward meeting requirements for total hours passed.
4. A transfer course may be repeated to improve a GPA. Remember that students must earn at least a "C" or higher at the transfer institution for the grade to transfer.

All grades from repeated courses are included in computing the student's grade-point average.

7. How To Register For Classes

Student Registration Instructions:

1. Go to lesesnegateway.citadel.edu. You will need your user-name and password. If you do not know your username or password, click on "Having Trouble Logging In?"
2. Select the *Student tab* on the upper portion of the screen.
3. Go to *Registration Tools* and select *Look-up Classes*.

4. Select the term and click *submit*. Example: Fall 2018
5. Select the subject area (example: Biology) and click *Course Search*.
6. Click on *View Sections* of the course you would like to register for. (Pay attention to the date and time of the course offering, as well as the number of spaces available.)
7. Highlight the box to left of the course offering and select *Register*.

C. Credit for Courses Not Taken at The Citadel and Transfer Credit

1. Credit by Exam (IB, AP, CEEB, CLEB)

International Baccalaureate Program: The Citadel recognizes the International Baccalaureate (IB) and awards college credit for scores of 4 or higher on “higher level” examinations in the IB Program. The number of credits will be determined by the score obtained. A complete listing of course credits that may be earned through the IB Program may be acquired from the Registrar’s office.

CEEB Advanced Placement Program: The Citadel awards advanced placement credit to applicants who score 3 or higher on appropriate examinations. Applicants desiring Advanced Placement credits must have the official score report form sent directly to The Citadel from CEEB. A complete listing of the Citadel’s courses that may be completed through Advanced Placement credit may be obtained by contacting the Registrar’s Office.

College Level Equivalency Program: Through College Level Equivalency Program (CLEP) Subject Examinations, students are permitted to earn college course credits for knowledge they have gained in certain subject areas prior to beginning their college experience. Students are permitted to earn credits through CLEP only during their first year, including summer, at The Citadel. After the student has completed one year at The Citadel, no course credits may be earned through CLEP. CLEPs credits may be earned under the following conditions:

- a) Since all CLEP examinations are not accepted by The Citadel, the student must obtain prior approval through the Office of the Registrar.
- b) The score earned must meet or exceed the current minimum scored recommended by CLEP for that subject area exam.
- c) The amount of credit will be determined by the scope of the material measured.
- d) Because of the laboratory experience is such an integral part of the Core Curriculum Science Requirement, credit for only the lecture portion of a science course may be earned through CLEP. The lab portions must be earned through a laboratory course.
- e) Because the basic skills of listening to and speaking a language are such critical components of the Core Language Experience, completing any portion of this requirement through CLEP must be approved by the head of the Department of Modern Languages, Literatures, and Cultures. A complete listing of courses for which credit may be awarded through CLEP is available in the Office of the

Registrar. **A student may receive credit for no more than four courses through CLEP or any other “testing out program.”**

2. Transfer Credit

The appropriate deans or department heads have responsibility for considering all transfer courses. Normally, only courses taken at an accredited institution which are comparable in content and credit hours to specific courses offered by The Citadel and in which grades of “C” or better have been earned will be considered for transfer. However, the appropriate dean or department head may accept for transfer to meet general elective credit courses that are not offered by The Citadel but which are considered to be worthy of credit as electives and in which grades of “C” or higher have been earned. In those cases where a course has been taken in a department or school not represented at The Citadel, the dean of the school or head of the department in which the student is majoring will determine if the course in question may be accepted for General Elective credit. To ensure that courses taken away from The Citadel will be accepted for transfer, students must obtain written prior approval through the Office of the Registrar. Grades earned in courses transferred from another college will not be computed in the student’s grade-point average at The Citadel. Courses previously passed at The Citadel will not be accepted for transfer. All transcripts sent from another college to The Citadel become the property of The Citadel and cannot be issued to the student or a third party. Cadets who have resigned in lieu of a conduct discharge will be treated as if they have committed the offense with which they have been charged and have been given the most severe consequence available for that offense. Courses these cadets may take during the period of that consequence will not be considered for transfer back to The Citadel. Cadets who have been discharged for reasons other than academics or conduct may transfer back to The Citadel no more than four (4) pre-approved courses taken during that period of discharge. All transfer credits are provisional. If a department/school determines within a reasonable period of time after classes begin that the student is not prepared to take a course for which the transferred course is a prerequisite, the allowance of credit is withdrawn, and the student must take the prerequisite course at The Citadel. During the fall and spring semesters, a cadet may not take a course offered at another institution (classroom or online) or a course offered through The Citadel Graduate College. Please see the forms entitled [“Guidelines for Taking Courses at Another College”](#) and [“The Citadel Application to Take Courses at Another College”](#) on the Registrar’s website.

D. General Course Requirements

1. Class Attendance

The cornerstone of undergraduate education is communication between the teacher and the learner, and at The Citadel, class attendance is mandatory. Students may, however, need to miss class for authorized reasons—athletic events, academic travel, special ceremonies, guard duties, etc. Illness and personal emergencies may also cause students to be absent for legitimate reasons. Should it be necessary to miss a class for any reason, the student will, unless circumstances preclude it, notify the professor in advance and will be responsible for any material missed. Tests and labs are critically important and are scheduled well in advance. It is, therefore, imperative that these are missed only due to circumstances beyond the control of the student and that the student must notify the instructor when missing a test or lab cannot be avoided.

Absences, whether excused or unexcused, in excess of 20% of the meetings of a particular course can, at the discretion of the professor, result in a grade of “F” in the course. When class attendance is used to adjust or determine a cadet’s grade, the faculty member’s class attendance record will provide the official attendance record. Faculty members may correct submitted class absence data for 6 working days after the day the class meets by sending this information to the Associate Provost for Academic Affairs. However, the Associate Provost for Academic Affairs will accept no late class absence submissions from the faculty after the last day of classes each semester.

As soon as a determination has been made that a grade of “F” for excessive absences is warranted, the instructor will notify the Associate Provost for Academic Affairs, and the student will be assigned an “F.” If, as a result of this action, the total hours carried by a full-time student drops below 12 credit hours, the student is subject to immediate discharge from the College unless there are extenuating circumstances. Such circumstances must be presented in writing to the Associate Provost for Academic Affairs. When the number of unexcused absences reaches five (5), the student and his or her parents will be issued a warning by the Associate Provost for Academic Affairs that continued disregard of the academic policy requiring class attendance will result in an academic discharge from the College. After ten (10) unexcused absences in any semester, the student will be permitted to complete the current semester, but will be academically discharged from the College for the following semester. Cadets who accumulate ten (10) or more unexcused absences in the spring semester and who would otherwise be eligible to participate in commencement will not be permitted to do so. In all other circumstances, cadets who accumulate ten (10) or more unexcused absences will be awarded an academic discharge.

2. Final Examinations

Examinations are required at the end of each semester. Examinations will be given at the assigned time. If a faculty member has more than one section of the same course, students may, with the permission of the faculty member and providing that there is no conflict, take the final examination with another section.

Since no scheduling conflicts are possible, make-up examinations should not be necessary. **Any examination which is missed due to an emergency should be rescheduled after the regularly scheduled examination period.** If rescheduling is not possible prior to the deadline for submission of final grades, the instructor should award the student an “I”. Conflicts resulting from a student’s travel arrangements do not constitute an emergency and do not justify a makeup examination. Any exception to these policies must be requested in writing by the student and concurred in by the instructor and the Associate Provost for Academic Affairs. The final examination schedule is published each semester on The Registrar’s webpage:
<http://www.citadel.edu/root/registrar>

E. Degree Requirements

1. Academic Requirements for Graduation:

A student must complete one of the major courses of study outlined in the *College Catalog* of record and must achieve a minimum grade-point average of 2.000 based on all quality hours attempted and all quality points earned at The Citadel. In addition, each student must achieve a minimum grade-point average of 2.000 based on all quality hours attempted and all quality points earned in major course work at The Citadel. Students majoring in education or in the teaching track of health, exercise and sport science must achieve a cumulative grade-point average of at least 2.750 and a grade-point average of at least 2.750 on all professional education courses; and must have on file in the Registrar’s Office at The Citadel passing scores for the appropriate PRAXIS II and Principles of Learning and Teaching (PLT) Examinations.

If a student is pursuing a minor, a grade-point average of 2.000 must be achieved in all course work completed in that minor. All students, including transfer students from other colleges, are required to earn at The Citadel a minimum of one-half the semester hours prescribed for their major course of study.

The student’s school or department is responsible for ensuring that the student’s knowledge in the major is current. Cadets who have met the overall grade-point average and major course work grade-point average requirements and who are conduct proficient but who have not completed all course requirements for graduation may take not more than two courses totaling seven (7) semester hours at another institution for transfer to The Citadel in order to complete degree requirements. Prior approval of these courses is mandatory.

2. ROTC Requirements

The ROTC requirement for cadets serves two purposes. First, ROTC course work plays a major role in The Citadel’s mission to educate and prepare graduates to become principled leaders in all walks of life. Second, ROTC course work is an essential component of the criteria to receive a commission in one of the armed forces. All contract cadets are, therefore, required to enroll in and pass an ROTC course for every semester

during which they are enrolled at The Citadel or until they have completed eight semesters or met graduation requirements. **Non-contract cadets must complete four (4) semesters of ROTC and, then, must complete four (4) semesters of an ROTC fulfillment course or internship approved by the department head of the cadet's major course of study.** If extenuating circumstances beyond the control of the cadet require that he/she withdraws or not register for ROTC, the cadet who is pursuing or may wish to pursue a commission must have the permission of the head of that ROTC Detachment. The cadet who is not pursuing a commission must have the permission of the academic advisor and the Associate Provost for Academic Affairs.

Cadets who miss or fail an ROTC class must meet that requirement in order to graduate. When cadets are making up a missed ROTC requirement or changing to another ROTC, they are not, without the permission of the head of the ROTC Detachment, permitted to enroll in an ROTC class at a level lower than their academic class. For example, a member of the sophomore class who wishes to change to another ROTC must enroll in a sophomore-level course in the new ROTC unless the head of the ROTC Detachment authorizes the enrollment in a lower-level course.

Upon the recommendation of the head of the appropriate ROTC department and with concurrence of the Associate Provost for Academic Affairs, training experiences may be accepted in lieu of ROTC course work. When approved, the designated ROTC courses will be recorded on the student's Citadel transcript as exempted military credits. ROTC classes may not be used to satisfy elective requirements in any course of study. Cadets who are pursuing a commission in one ROTC program and who, then, decide to pursue a commission in another ROTC program must have the approval of the head of the ROTC program they are leaving and the head of the ROTC program they wish to join. Cadets who wish to move from one ROTC program to another but do not wish to pursue a commission must have the approval of the head of the ROTC department they wish to join, academic advisor, and the Associate Provost for Academic Affairs. A change in ROTC program does not reduce the number of semesters of ROTC required for graduation.

3. **LDRS 101: First-Year Experience; LDRS 201: Sophomore Leadership; LDRS 211: Community Service; LDRS 311: Junior Seminar (Moral Courage on Leadership Day); and LDRS 411: Senior Seminar (on Leadership Day) are required courses for graduation.** A transfer student must take all of the above leadership courses except LDRS 101. However, all incoming freshman must take all of the above to graduate from The Citadel. Advisors must check transcripts to ensure that all of these course have been completed. If a student earns an "F" in any of these leadership courses, the course must be repeated. A student must have the approval of the Associate Provost for Academic Affairs to withdraw from any of the above leadership courses.
4. Freshman Seminar: This seminar will introduce freshman students to moral lessons, team camaraderie, military principles, and academic knowledge. The Freshman Seminar

allows students to immerse themselves into an experience that acts as a catalyst for their overall Citadel journey. Additionally, this course will immerse students and faculty to work together in teams that will create relationships which will flourish over their years at The Citadel. Freshman Seminar is open to all first-year Citadel cadets and undergraduate students and is required for all first-year cadets and undergraduate students.

5. Course Load Requirements

A full-time student must be enrolled throughout each semester in course work totaling at least 12 credit hours. A cadet must be a full-time student. Any cadet who drops below the 12-credit-hour minimum at any time during a semester is subject to discharge, unless there are extenuating circumstances. Such circumstances must be presented in writing to the Associate Provost for Academic Affairs. Students and their parents should be aware that carrying fewer than 12 credit hours may affect insurance coverage with some insurance companies and may also affect eligibility for financial aid.

6. Course Overload

The maximum course load (credit hours) which will be approved for either fall or spring semester is 22 hours. Overloads may be requested in writing to the Associate Provost for Academic Affairs. A course overload request can be found at the following link: [“Request for Course Overload”](#).

7. Course Substitution

Course substitutions are made only when justified by extenuating circumstances. Such circumstances must be presented in writing by the student, and the requested substitution must have the support of the advisor, the associate dean or department head, and the Associate Provost for Academic Affairs. Forms for requesting course substitutions are available in the Registrar’s Office.

8. Graduate Courses

Students pursuing an undergraduate degree will be permitted to enroll in six (6) graduate hours during senior year.

9. Change of Academic Major

Students who wish to change their major should consult with their advisors as well as with the associate dean or department head offering the new major. Forms for requesting a change of academic major are available in the Registrar’s Office, or by clicking the following link: [“Change of Major Request”](#).

10. Double Major

Under certain circumstances, a student may wish to pursue two different majors concurrently within the same baccalaureate degree. This will be permitted under the following conditions:

- a) Students must declare their intentions to the Registrar no later than the fall semester of the junior year.
- b) Both majors must be offered under the same baccalaureate degree.
- c) Students must complete all requirements for each major.
- d) Students, in addition to meeting a minimum overall grade-point average, must achieve the minimum grade-point average requirements of each major.
- e) Requirements for both majors must be completed concurrently. Students who have met these requirements will have both majors indicated on their transcript.
Contact the Registrar's Office for information concerning a Double Major. To find a Double Major Request Form, click on the following link:
["Request for Double Major."](#)

11. Second Baccalaureate Degree

Under certain circumstances, a student may wish to pursue two different baccalaureate degrees concurrently. This will be allowed under the following conditions:

- a) The student must complete all requirements of each degree.
- b) The student is normally expected to complete requirements for the second degree while pursuing the initial undergraduate degree.

12. Academic Minor

- (a) A minor is defined as a course of study that enables a student to make an inquiry into a single discipline, or to investigate a particular topic across the boundaries of two or more disciplines. In either case, the minor is not simply a specified number of credit hours, but a well-defined program.
- (b) A minor should complement the student's major and not simply expand it with more courses in the same field. For this reason, students may not ordinarily pursue both a major and minor in the same discipline. However, in the case where a discrete topical minor is administered by the student's major department, an exception may be in order. A minor consists of an ordered series of courses totaling at least fifteen (15) credit hours, at least twelve (12) of which must be beyond core curriculum and courses specified for major or other minor requirements and at least six (6) of which must be at the 300/400 level. At least nine (9) hours of the minor must be organized in a logical sequence of required courses which provides general direction for the student's study.
- (c) The student must earn a grade-point ratio of at least 2.000 on all course work completed in the minor. Requirements for the minor must be completed concurrently with requirements for the student's major. A student who meets all requirements for an approved minor will have both the major and minor indicated on the transcript. Requirements for each minor are presented in the academic school/department

sections of the catalog.

F. Criteria for Continuance

1. General Guidelines

In order to be eligible to continue at The Citadel, a student must meet minimum standards for hours earned at The Citadel or properly transferred from another accredited institution and cumulative grade-point ratio maintained. These criteria are assessed initially after the cadet's second semester at The Citadel and, then, at the end of each two-semester period. Credits earned through AP or course work taken by an entering freshman in the summer prior to matriculation **WILL NOT** be used toward meeting the standard minimum for hours earned in an academic year. Although The Citadel will notify students who are deficient in either or both areas, it is the responsibility of the student to ensure that these criteria are met.

To avoid academic discharge, a student must meet both hour and GPA requirements concurrently either at the end of the fall semester, at the end of the spring semester, or in August, as appropriate. A full-time student (one carrying at least 12 credit hours each semester) must pass at least 24 semester hours in each 12-month period after initial matriculation or readmission. If a previously passed course is repeated, the hours may be used only once toward meeting requirements for hours passed. Part-time students must pass 50% of the hours attempted. Each student must maintain a minimum cumulative grade-point average as prescribed in the following table. The column labeled "Total Hours" includes:

- a) **All credits attempted** for which a grade of *A, B, C, D, or F* was received at The Citadel.
- b) Course work transferred from other colleges.
- c) Courses taken "Pass-Fail" or in which the grade of "U" was earned.

Total Hours (Quality Hours Plus Transfer and Pass/Fail Hours)	Grade-Point Average For Continuance or Probation
0-39	1.300
40-69	1.500
70-99	1.700
100 & Above	1.900

This table shows the minimum academic progress a student must make to continue at The Citadel and to avoid academic discharge. For the purpose of determining academic probation, criteria for continuance, Dean's List, Gold Stars, graduation, and other academic matters, the grade-point average will be computed to three decimal places.

2. Academic Probation

A student is placed on academic probation for any semester when the cumulative grade-point average based on courses taken at The Citadel fails to meet the requirements for continuance without probation as outlined by the following table. A student will be removed from academic probation after the semester in which the cumulative grade-point average meets the requirements as set forth in the following table:

Total Hours (Quality Hours + Grade-Point Average Transfer & Pass/Fail Hours) For Continuance without Probation

0-39	1.700
40-69	1.800
70-99	1.900
100 & Above	2.000

3. Academic Discharge

A cadet's academic record will be subject to formal review for purposes of academic discharge at the end of the second semester after initial matriculation at The Citadel. During these two semesters and the summer sessions after matriculation, the cadet must have earned at least 24 credit hours and must at the time of review meet GPA requirements for continuance. If these requirements are not met concurrently at that time, the cadet will be discharged for academic deficiencies. Academic assessment for the purpose of academic discharge is conducted at the end of each two-semester period, and the associated summer sessions, after the student is admitted or readmitted. Under the Academic Discharge Policy, cadets may be discharged for academic deficiencies in January or in August of each year. Credits completed while a student is on academic discharge will not normally be accepted for transfer to The Citadel. Exceptions to this policy must have the approval of the Associate Provost for Academic Affairs. Summer session work cannot make students ineligible to enroll in the following fall semester, if they were eligible for enrollment at the end of the previous spring semester. Minimum grade-point averages for the various categories are as shown in the previous sections; however, the minimum GPA requirement will not be raised as a result of summer school work. That is, students moving from one category to the next higher category as a result of credit hours earned in summer school at The Citadel or elsewhere will be required to meet the GPA minimum of the lower category of credit hours for continuance in the following fall term. Students who voluntarily withdraw at times other than January or August or who are discharged for other than academic reasons will have their academic status assessed upon application for readmission. When the number of unexcused absences reaches five (5), the student or his or her parents will be issued a warning by the Associate Provost for Academic Affairs that continued disregard of the academic policy requiring class attendance will result in an academic discharge from The Citadel. If the number of unexcused absences reaches 10, the student will be permitted to complete the current

semester, but will automatically be discharged from The Citadel for the following semester. Cadets who accumulate 10 or more unexcused absences in the spring semester and who would otherwise be eligible to participate in Commencement will not be permitted to do so. In all other circumstances, cadets who accumulate 10 or more unexcused absences will be awarded an Academic Discharge.

3. Readmission

A student who is discharged for academic reasons for the first time may apply for readmission after being out of school for one semester. Summer school does not constitute a semester in this instance. Students who are discharged for academic or disciplinary reasons may not, during the period of discharge, take courses for transfer to The Citadel.

The deadline for the receipt of an application for readmission for the spring term is October 1st and for the fall term is June 1st. In addition to any specific readmission requirements stated at the time of discharge, applicants for readmission to the South Carolina Corps of Cadets must meet the personal and physical fitness requirements for initial admission (see the updated Application for Readmission on the Registrar's website). These include the following:

- a) Applicants for readmission must meet the U.S. Army standard height and weight and be physically qualified as determined by the college physician.
- b) Applicants for readmission may not be married nor have childcare responsibilities for any minor child related to him or her by blood or marriage.
- c) Applicants must not have a record of conviction of a criminal offence showing poor moral character.

If approved for readmission after an Academic Discharge, the student will be readmitted on academic probationary status. Cadets who have been approved for readmission may or may not be assigned to their former cadet company.

5. Second Academic Discharge

A student who fails for a second time to meet the minimum academic criteria for continuance will be awarded a Second Academic Discharge. The Associate Provost for Academic Affairs will review the academic record and any extenuating circumstances the student wishes to present in writing. Based on this review and in consultation with the faculty advisor and the department head or Associate Dean, the Associate Provost for Academic Affairs will determine the conditions under which the student may be considered for readmission after the second Academic Discharge.

6. Conduct Discharge

Cadets who have been suspended or dismissed or who leave The Citadel with a disciplinary board pending are not eligible to attend any undergraduate class at The Citadel—day, evening, or summer—or to transfer credits back to The Citadel for any courses taken during the period of discharge.

7. Cadets Called to Active Duty

When a Cadet is called to Active Duty, it is the policy of The Citadel to minimize the academic and financial impacts of being required to interrupt their studies. When the Cadet learns that call to duty is likely, he/she notifies the Office of the Associate Provost for Academic Affairs and his/her Tactical Officer.

a) Financial Policies

If the cadet and his/her instructors feel that completing courses in which he/she is currently enrolled is not a reasonable expectation, the Cadet is awarded a grade of “W” in each course and is provided a full refund, less room and board used and One Card charges. When the cadet elects not to withdraw from all courses, refunds of tuition and fees are prorated based on a per-credit-hour rate and the number of credits the cadet and his/her faculty members believe he/she will be able to complete.

b) Academic Policies

When the date of required departure from The Citadel becomes fixed, the cadet works with his/her instructors to determine if it is reasonable to complete courses after departing on active duty or delaying completion until the cadet returns to The Citadel. In this effort, the instructor is not expected to modify the expectations or assignments of the course, but to help the student determine if it is feasible to continue to work on, and ultimately complete, course requirements after leaving The Citadel. In some cases, the date of departure is sufficiently late in the semester that final course assignments and the final exam can be completed before the cadet leaves campus. This, however, will likely be the exception rather than the rule, and faculty members are not expected to “force” early course completion. When the faculty member and the student feel that it is not reasonable to complete requirements in a particular course, the student is withdrawn from that course with a grade of “W.” When the faculty member and student feel that requirements in a particular course can be completed through independent study, the grade of “I” is given until the course requirements are met. If at any time the faculty member and/or the student feel that completing the course independently is no longer a reasonable expectation, the student will be given a grade of “W” in that course.

8. Initial Acceptance and Withdrawals

New cadets are admitted to the Corps of Cadets only in the first semester of the school year but may commence their academic work in the preceding summer. **However, courses taken before formal matriculation will not be counted towards the 24 credit hours required to be completed in the first academic year as a continuation requirement.** Mid-year transfers from the federal service academies will be considered on an individual basis. If a cadet finds it necessary to withdraw from The Citadel during the college year or does not wish to return to The Citadel in August following any college year, a written request for an honorable discharge must be sent to the Office of the Registrar.

9. Academic Classifications

Undergraduate students' academic classification is based strictly on earned credit hours. Beginning fall 2018, the table below reflects the required number of earned credit hours for each designated academic classification.

Credits Earned	Academic Classification
0 - 14	First Semester Freshman
15 - 29	Second Semester Freshman
30 - 44	First Semester Sophomore
45 - 59	Second Semester Sophomore
60 - 74	First Semester Junior
75 - 89	Second Semester Junior
90 - 104	First Semester Senior
105 and above	Second Semester Senior

Academic classification is used by the Office of Financial Aid to determine loan eligibility. For cadets, the Commandant's Office also uses academic classification to determine room assignments, the appropriate class numeral, class privileges, and eligibility to hold cadet rank.

10. Day Student Status

Cadets will normally remain in the Corps of Cadets until degree requirements have been met. Cadets who have completed eight semesters in the Corps of Cadets, all ROTC requirements or ROTC Fulfillment requirements, as well as all required physical education courses and have been cleared by the Commandant and Treasurer may apply for Day Student Status through the Office of the Registrar. Transfer of credit from other institutions is severely limited while on Day Student Status. If Day Student Status is approved, the student must live off-campus and may attend day classes with the Corps of Cadets or evening undergraduate classes in The Citadel Graduate College. While on campus in Day Student Status, students will wear civilian clothes, but their attire is expected to be compatible with the military environment established by the uniformed Corps of Cadets. For Day Students, the following specific dress code is enforced:

- a) Regulations pertaining to body piercing and tattoos are the same as those for the members of the Corps of Cadets.
- b) A broken uniform is unattractive anywhere, but it is especially unsuited for a military college campus or classroom. Portions of cadet uniforms are, therefore, not to be worn by non-cadets.
- c) Hair will be neatly trimmed and styled; as will mustaches and sideburns if they are worn. Men will be permitted to wear beards only when required to do so for medical

reasons, which must be explained in writing by a physician and submitted to the Associate Provost for Academic Affairs.

d) Students will wear business attire when attending formal hops and similar occasions when the members of the Corps of Cadets are required to appear in full dress or white uniform.

e) Any student who is not in compliance with minimum standards for personal appearance will be required to leave campus until the discrepancies are corrected. Repeated offenses may result in discharge from The Citadel.

G. Courses

1. Adding/Dropping a Class

A cadet must add or drop a class during the Drop/Add period which ends the first Tuesday after classes begin on Wednesday. In other words, cadets only have a few days to make this decision. Once a cadet has decided to Add or Drop a class, he/she must follow the process as outlined in Lesesne Gateway, Banner Self-Service. Remember, cadets only have a few days to complete this process. Please see the [Academic Calendar](#), for the exact dates.

2. Course Withdrawal

A cadet will receive a *W* for withdrawal from a course prior to the official deadline. See the Academic Calendar for the Withdrawal dates. A Withdrawal Form (from the Registrar) must be completed and contain the proper signatures in the following order:

- a. Course Instructor
- b. Advisor
- c. Registrar

If a cadet withdraws or drops a class, the cadet must attend all class meetings of the withdrawn or dropped class until all signatures have been submitted to the Registrar, and the class schedule has been corrected.

After the Withdrawal date, cadets will receive the grade of *F* should they fail to complete the course or complete it unsuccessfully.

H. Graduation, Ring, and Commencement Requirements

1. Degrees

The degree of Bachelor of Arts is conferred upon satisfactory completion of the appropriate program of study in chemistry, criminal justice, English, history, mathematics, modern languages, political science, or psychology. The Bachelor of Science degree is conferred upon satisfactory completion of the appropriate program of study in biology, chemistry, computer science, education, HESS (Health, Exercise, and Sport Science), mathematics, or physics. Graduates in business administration receive the degree of Bachelor of Science in Business Administration, graduates in civil engineering receive the degree of Bachelor of Science in Civil Engineering; graduates in electrical engineering receive the degree of Bachelor of Science in Electrical Engineering.

2. Requirements for Degree Completion

a) Academics

A student must complete one of the major courses of study outlined in the catalog of record and must achieve a minimum grade-point average of 2.000 based on all quality hours attempted and all quality points earned at The Citadel. In addition, each student must achieve a minimum grade-point average of 2.000 based on all quality hours attempted and all quality points earned in major coursework at The Citadel.

Students majoring in education or in the teaching track of HESS (health, exercise and sport science) must achieve a cumulative grade-point average of at least 2.500 and a grade-point average of at least 2.500 on all professional education courses; and must have on file in the Registrar's Office at the Citadel passing scores for the appropriate PRAXIS II and Principles of Learning and Teaching (PLT) Examinations.

If a student is pursuing a minor, a grade-point average of 2.000 must be achieved in all coursework completed in that minor. All students, including transfer students from other colleges, are required to earn at The Citadel a minimum of one-half the semester hours prescribed for their major course of study. The student's school or department is responsible for ensuring that the student's knowledge in the major is current. Cadets who have met the overall grade-point average and major coursework grade-point average requirements and who are conduct proficient but who have not completed all course requirements for graduation may take not more than two (2) courses totaling seven (7) semester hours at another institution for transfer to The Citadel in order to complete degree requirements. Prior approval of these courses is mandatory.

b) Fine Arts Requirement

Freshman and sophomore cadets are required to attend at least two approved Fine Arts performances each year. The completion of this requirement will be verified before the academic classification of 2A (first-semester, junior status) is approved.

c) ROTC Requirement

1) ROTC coursework plays a major role in the Citadel's mission to educate and prepare graduates to become principled leaders in all walks of life.

2) ROTC coursework is an essential component of the criteria to receive a commission in one of the armed forces. All contract cadets are, therefore, required to enroll in and pass an ROTC course for every semester during which they are enrolled at The Citadel or until they have completed eight semesters or met graduation requirements. **Non-contract cadets must complete four (4) semesters of ROTC and, then, must complete four (4) semesters of an ROTC fulfillment course or internship approved by the department head of the cadet's major course of study.** If extenuating circumstances beyond the control of the cadet require that he/she withdraws or not register for ROTC, the cadet who is pursuing or may wish to pursue a commission must have the permission of the head of that ROTC detachment. The cadet who is not pursuing a commission must have the permission of the Faculty Academic Advisor and the Associate Provost for Academic Affairs.

d) ROTC Procedures

- 1) Cadets who miss or fail an ROTC class must meet that requirement in order to graduate. When cadets are making up a missed ROTC requirement or changing to another ROTC, they are not, without the permission of the head of the ROTC detachment, permitted to enroll in an ROTC class at a level lower than their academic class. For example, a member of the senior class who wishes to change to another ROTC must enroll in a senior-level course in the new ROTC unless the head of the ROTC detachment authorizes the enrollment in a lower level course.
- 2) Upon the recommendation of the head of the appropriate ROTC department and with concurrence of the Associate Provost for Academic Affairs, training experiences may be accepted in lieu of ROTC coursework. When approved, the designated ROTC courses will be recorded on the student's Citadel transcript as exempted military credits. ROTC classes may not be used to satisfy elective requirements in any course of study.
- 3) Cadets who are pursuing a commission in one ROTC program and wish to pursue a commission in another ROTC program must have the approval of the head of the ROTC program they are leaving and the head of the ROTC program they wish to join.
- 4) Cadets who wish to move from one ROTC program to another but do not wish to pursue a commission must have the approval of the head of the ROTC department they wish to join, Faculty Academic Advisor and the Associate Provost for Academic Affairs. A change in ROTC program does not reduce the number of semesters of ROTC required for graduation.

e) Physical Education

- 1) The required physical education program for cadets is designed to provide an exemplary environment and experiences which contribute to an improved quality of life for the student. The program offers basic instruction in adult and lifetime physical fitness, healthful living, as well as physical activities and recreational sports which are of immediate and lasting value.
- 2) Each cadet is required to complete RPED 250, Contemporary Health Foundations, and RPED 251, Foundations of Fitness and Exercise, as well as two different activity courses.

f) Leadership Requirement: Required Leadership Coursework

All freshmen must have completed: LDRS 101, First Year Seminar

All sophomores must have completed: LDRS 201, Sophomore Seminar in Principled Leadership AND LDRS 211, Service Learning

All juniors must have completed: LDRS 311, Junior Ethics Enrichment Experience (JEEE)

All seniors must have completed: LDRS 411: Senior Leadership Integration Seminar (SLIS)

g) Ordering and Receiving a Class Ring

While any rising senior cadet may in the spring of the junior year be measured for and order a class ring, to be eligible to receive a class ring, a cadet must meet these conditions:

- A. Have an academic classification of 1A
- B. Have a cumulative GPA of at least 2.000.

h) Ring Ceremony Participation

Cadets who have met requirements to receive the ring but have not met requirements to participate in the Ring Ceremony may pick up their rings at the Holliday Alumni Center on the first business day after the formal Ring Ceremony. If a cadet fails to meet requirements to receive the ring with his/her class, the Alumni Association will normally hold the ring until the end of the following spring semester. If the cadet has not met requirements to receive the ring by that time, it will be returned to the manufacturer. The cadet may not order the ring again until all requirements to receive the ring have been met. The eligibility of cadets who failed to meet ring eligibility in October of their senior year will be checked again in January. The rings of cadets who have not yet received their rings but will receive their diplomas in May or will be eligible to participate in the Commencement Ceremony will be cleared to receive their rings before Commencement. No other cadets will be cleared to receive their rings until after Commencement. These are minimum requirements and will not be waived. Students should see the Registrar to confirm eligibility.

i) Requirements for Participation in Commencement Exercises

Students who have not completed all degree requirements may participate in the May Commencement if the following conditions are met:

- A. All grade-point-average requirements have been met. That is, the cumulative and major grade-point averages must be at least 2.000. For education majors and physical education (Teaching Track) majors, the cumulative and professional education grade-point averages must be at least 2.500.
- B. The student must be no more than 15 credit hours short of meeting degree requirements.
- C. The student must be cleared by the Office of the Treasurer.
- D. The cadet must have completed all tours and confinements, must have passed the Corps Physical Fitness Test and must have met height/weight requirements as presented in Chapter 5 of the *White Book*.
- E. The cadet must have met all ROTC and RPED requirements.
- F. The cadet must be eligible to complete degree requirements without returning to the Corps of Cadets since participation in Commencement is the final act of a cadet.

I. Special Programs

A. Study Abroad

Citadel students have the opportunity to study abroad on a variety of programs, including summer, short-term, and semester-long programs in countries across the globe. To be eligible students must have a minimum cumulative grade point average of 2.5 for semester, 2.0 for summer programs and be granted approval by the Study Abroad Office. Citadel students can participate in summer programs sponsored by The Citadel and directed by its faculty. The locations and dates of Citadel summer programs vary each year, so be sure to check with the Study Abroad Office for updated program lists and information. Students may also participate in semester or summer programs offered through independent programs in countries all over the world. These programs offer students a diverse curriculum from which to choose as well as personal and academic support while they are abroad. Independent programs are fully accredited programs offered through study abroad companies or other universities. For more information and to find required Study Abroad Forms, please visit our [Study Abroad website](#).

MAJ Zane U. Segle

Director: Office of Study Abroad, International, and Domestic Programs

[843.953.7083](tel:843.953.7083)

2. Honors Program

The Citadel Honors Program provides exceptional learning experiences for outstanding students whose past records indicate that they can take full advantage of the personal student-teacher relationship which the tutorial-based honors curricula will provide. Honors courses will augment the current curriculum of the college by offering for those selected students an experimental and alternate means of education grounded in the methods of intellectual inquiry.

The Honors Program is an autonomous program of the college, with an Honors Director serving as the head of the program. The Director is responsible for recruiting and admitting Honors students, reviewing courses which are proposed to meet Honors requirements and selecting those which will be included in Program offerings, critiquing Honors courses and the performance of the faculty offering them, establishing and enforcing entrance and exit requirements, serving as the Honors Advisor for all Honors students, establishing and monitoring the operating budget for the Honors Program, and coordinating the Honors Program requirements with those of the academic majors.

For more information, please visit our [Honors Program site](#), [Prospective Students Page](#), and the [Honors Program Handbook](#)

Director: Dr. Deirdre D. Ragan, Ph.D. the Honors Program

J. Support Services and Resources

1. Academic Faculty Advisor: Each student is assigned a faculty advisor who provides counsel concerning course selections and options within particular courses of study. Though students are encouraged to visit their faculty advisors throughout the academic

year, formal planning sessions are designated each semester during pre-registration and registration.

2. **Cadet Academic Officers:** Academic Officers promote academic excellence by mentoring and advising cadets in their company/battalion concerning academic performance at The Citadel and primarily supervise the academics of all freshmen. However, these officers also monitor and assist other cadets with academic challenges. With considerable autonomy, the Academic Officer reports to the Associate Provost for Academic Affairs and is relied upon to exercise independent judgment when making decisions and to maintain confidentiality.
3. **Company Advisors:** Each cadet Company is assigned a specially chosen member of the faculty or staff who works closely with the Company Tactical Officer and the cadet chain-of command (primarily the Company Academic Officer) to ensure that academic and military requirements are compatible and that cadets are aware of academic resources and services available to them on the campus.
4. **Tactical Officer:** Each cadet company is assigned a staff member or an active duty officer who is currently serving one of the ROTC detachments at The Citadel. This officer provides counsel concerning matters of cadet lifestyle and regulations, provides leadership training in cadet company areas, and supervises drill periods

5. Daniel Library

A. Contact Information

Administration: 843-953-7691

Circulation: 843-953-6845

Interlibrary Loan: 843-953-2570

Reference: 843-953-2569

Archives and Museum: 843-953-6846

B. Library Resources and Services:

The Citadel has developed resources, services, programs and staff to support the educational and research needs of affiliated faculty, staff and students. As a congressionally-designated selective depository for government documents, public access to government documents is guaranteed by law.

Start and complete assignments in their instruction lab or information commons area, with the expert assistance of their reference/instruction librarians; read current newspapers and popular magazines; check out books and DVDs; meet friends and colleagues for coffee and a bite to eat in Starbucks; learn more about the history of the college in the third-floor Museum; or just relax and reflect in the many comfortable seating areas. .

6. Student Success Center

Through a commitment to the mission of The Citadel, the Student Success Center's mission is to aid students in their transition to college life, and to help them achieve individual academic success culminating in graduation. Faculty, staff, and students are encouraged to

explore their [website](#). Located in 117 Thompson Hall, the Student Success Center was selected as the winner of the 2011 Frank L. Christ Outstanding Learning Center Award from the National College Learning Center Association (NCLCA). All tutors and Supplemental Instruction (SI) leaders are required to go through a minimum of ten hours of training per semester until they reach Master/Level 3 certification.

A. Academic Coaching

- Academic Coaching is available to all students at The Citadel. Each company in the Corps of Cadets has an assigned academic coach. Day Veteran Students, Evening Undergraduate Students, and Graduate Students are also encouraged to use the services of Academic Coaching located in the Student Success Center (SSC). Reoccurring weekly appointments and one-time individual appointments are available to address specific areas of concern and to cover a large range of topics that include:
 - Organization
 - Note-Taking Strategies
 - Test Preparation
 - Test-Taking Strategies
 - Managing Test Anxiety
 - Study Strategies
 - Reading Comprehension
 - Successful Writing Process
 - Learning Style Assessment--Match your study strategies with your learning style.
 - Time Management
- During Spring Semester, while all fall programs continue uninterrupted, freshmen with a GPA of 1.5 or below will join the Academic Coaching Program. Additional services include uninterrupted study halls where students can work on current papers, projects, and reading assignments. Students are also encouraged to attend Subject Area Tutoring, Supplemental Instruction, Math Lab, and the Writing Lab.
- Please contact the SSC at 843-953-5305 or ascenter@citadel.edu for more information.

B. Athletic Academic Services

- 1) The Athletic Academic Services Program consists of a weekly individual half-hour academic counseling appointment with a learning specialist, evening study halls, and additional subject specific tutoring appointments as needed. The focus of the academic counseling and learning strategies appointments is twofold. First, they focus on helping incoming freshman student-athletes with transitional issues like planning and organization. Organization and planning are particularly important for all student-athletes because of team travel commitments and the unique time demands of being a student-athlete. Second, these weekly appointments also function as an early warning system. By getting regular weekly feedback from the student-athlete, his or her learning specialist can identify and address academic problems quickly. If an issue arises, the learning specialist can place the student-athlete in subject specific tutoring and/or communicate with the student-athlete's coaches to address it immediately. During these study halls, students have access to the range of tutoring services in the Student Success Center. In addition, the staff that monitors these study halls is composed of learning

specialists who are cross trained to tutor students in writing, learning strategies, and at least one other academic discipline.

C. Freshman Success Program

- 1) During Spring Semester, the Freshman Success Program works with freshman students who have earned a low Fall Semester GPA. Academic Coaches work closely with these students to help them navigate the balance between the academic, military, and social aspects of their lives and to understand why their first semester at The Citadel was not successful. These services include providing uninterrupted study halls where students can work on current papers, projects, and reading assignments. Students are also encouraged to attend Subject Area Tutoring, Supplemental Instruction, Math Lab, and the Writing Lab for extra support in areas where further skill development is needed.

D. Math Lab

- 1) The Math Lab tutors and staff are devoted to maintaining and improving the quality of tutoring and assistance to the cadets at The Citadel. To meet the needs of the cadets, the Student Success Center (SSC) aims to make the Math Lab the best possible learning environment and strives to provide the most efficient tutoring to help support faculty goals and directives. The Math Lab is open four afternoons each week for small group tutoring and five evenings each week for spot/large group tutoring. Tutors are available on a drop-in basis to answer questions concerning Algebra, Functions, Trigonometry, Finite Mathematics, Calculus, and Calculus II. [Click here to view current Math Lab schedule](#)

E. Subject-Area Tutoring

- 1) Pending the availability of tutors, content-specific tutoring is available in the following subject areas: Accounting, Biology, Business, Chemistry, Chinese, Engineering, French, German, History, Math, Physics, Political Science, Psychology, and Spanish. The vast majority of students who attend tutoring sessions pass their class with a C or better. Students can make an appointment for individual tutoring, or simply drop-in for Group Tutoring. For more information, please contact the Student Success Center.
- 2) If you do not see the subject you need assistance in among those listed above, or would like to make an individual tutoring appointment, please [contact](#) us.

G. Supplemental Instruction (SI)

- 1) Supplemental Instruction (SI) is a learning enhancement program designed to organize and improve the ways in which students prepare for class. SI is attached to historically challenging subjects and provides students with a systematic and disciplined approach for processing material assigned by their professors. All SI leaders have demonstrated subject proficiency (at least an A or B in the course or a similar course) and have undergone a rigorous training program in accordance with the standards set forth by the International Center for Supplemental Instruction at the University of Missouri-Kansas City. The SI leader attends the course to keep up with the content as well as to model effective student practices and attitude (note-taking, alertness, etc.). The SI leader schedules regular, twice-

weekly review sessions at convenient times for the class (generally during Evening Study Period). In these sessions, the SI leader uses interactive learning strategies which encourage involvement, comprehension, and synthesis of subject content. The SI leader also demonstrates effective study techniques, and holds regular office hours to help students in a one-on-one or smaller group environment.

- 2) SI is available for certain classes each semester. For more information about SI or to find out which classes will have SI available, please contact Pat Hendrix at hendrixm1@citadel.edu.

H. Writing Lab

- The Student Success Center offers one-on-one, fifty minute writing tutorial sessions for all students on an appointment or walk-in basis. Students are encouraged to come in at any stage of the writing process for assistance.
- For more information on the Writing Lab, please contact Pat Hendrix at hendrixm1@citadel.edu.
- To schedule an appointment, please email ascenter@citadel.edu or call 843-953-5305.

7. Services for Students with Disabilities

- Students with disabilities requesting accommodations must meet with the Director of the Student Success Center to identify needs and discuss appropriate accommodations.
- Students must provide current, appropriate documentation that supports their disability and the accommodations requested.
- Arrangements for accommodations are made on an individual basis and are designed to equalize access to educational opportunities.
- A packet of letters listing the appropriate accommodations will be prepared for students to hand deliver to their professors.
- After the initial determination, if accommodation needs remain the same, students may renew their accommodation requests each semester.
- Students should schedule an appointment with the Director of the Student Success Center if: they need to modify their accommodation requests, they are experiencing academic difficulties, or they have questions or need advice.
- Students should arrange an individual appointment with their professors to discuss their accommodation needs during the first week of the semester, if possible.
- Students requesting alternate testing accommodations should meet with their professors at least one week before the first test in order to provide this information to professors in a timely manner.
- Late requests for accommodations may cause a delay of requested accommodations.
- Accommodations are not retroactive. Professors can provide accommodations only after receiving an accommodation letter.
- Accommodations provided by other colleges or universities may not automatically be provided by The Citadel.

Additional information for all Center programs and services may be found on [The Center's website](#).

8. Oral Communications Lab

It is the mission of the Oral Communications Lab to help cadets, CGC students, faculty and staff develop their public speaking and presentation skills in a way that fits their natural style. Someone from the lab can offer a short class on effective speeches and PowerPoint presentations. To contact this service, please visit [The Patricia McArver Public Speaking Lab website](#) and view their [video](#) that illustrates the benefit of the program!

9. Multicultural Student Services and International Studies Located in 136 Thompson Hall, the Office of Multicultural Student Services & International Studies is an integral part of the Citadel community. The Office of Multi-cultural Student Services and International Studies (MSSIS) provides advocacy, mentorship and support for students from historically underrepresented populations, including International Students.

Director of MSSIS: COL Robert Pickering, 843.953.5096
For general inquiries Please Email us at mssis@citadel.edu

10. Counseling Center

Currently enrolled Citadel undergraduate and graduate students are eligible for counseling services at the Citadel Counseling Center. Students may schedule a first-time intake appointment Monday through Friday from 8:00 A.M. to 4:30 P.M. by calling their office at 953-6799 or visiting their office at 203 Richardson Avenue. Subsequent appointments may be scheduled at the conclusion of each appointment, or by telephone.

Individual counseling sessions are 50 minutes in length. If services are not available to meet the student's particular needs, an appropriate referral will be provided. Whenever there is any doubt about whether or not a student could benefit from seeking assistance at the Counseling Center, please call and they will be glad to answer questions. For additional information, visit [The Citadel Counseling Center webpage](#).

11. Ombudsperson

The Citadel's ombudsperson is a neutral party who helps Citadel cadets, CGC students, parents of cadets and students, faculty, and staff resolve disputes and concerns-informally and confidentially. When possible, the ombudsperson will work to settle grievances and seek solutions to problems outside the college's formal problem resolution systems.

COL Robert Pickering, LTC Elizabeth Connor, and MAJ Shamus Gillen are the Citadel's ombudspersons, and they can be reached 24 hours a day, 7 days a week as listed below:

- COL Robert Pickering, 135 Thompson Hall
 - robert.pickering@citadel.edu
 - (W) 953-5096; (C) 843-437-9645; (H) 843-5526771
- LTC Elizabeth Connor, 206 Daniel Library
 - elizabeth.connor@citadel.edu
 - (W) 843-953-7469; (C) 843-469-7492; (H) 843364-9868
- MAJ Shamus Gillen, 120 Bond Hall Admissions
 - gillens@citadel.edu

- (W) 843-953-4830; © 843-743-9487

12. Pastoral Counseling

In addition to the Cadet Chaplain, two other campus chaplains are provided by their respective Churches. These are the Catholic, Episcopal and Anglican Chaplains. Together with the Cadet Chaplain, they provide pastoral counseling which is an important component in the overall design of The Citadel's advisory program. The Chaplain to the Corps of Cadets and campus pastors are available to assist students in dealing with life's problems in the context of religious faith. With the chaplain and campus pastors, students are assured of care, concern, and **confidentiality**, whatever their situation.

13. Scholarships and Financial Aid

The Citadel offers a variety of scholarship opportunities for students. Scholarship awards can be based on a variety of criteria including academic merit, field of study, financial need, and participation in a specific organization or activity.

- Additional scholarship information can be found on the following pages:
 - i [Active Duty and Veteran Scholarship Programs](#)
 - 1 Blue Ribbon Scholarship
 - 2 The Electrical and Computer Engineering Advisory Board Scholarship
 - 3 Judge Falcon Hawkins Scholarship
 - 4 Mother Emanuel AME Church Scholarship
 - 5 [Other Scholarship Opportunities](#)
 - ii [Cadet Scholarship Programs](#)
 - 1 [SC LIFE](#) Scholarship
 - 2 [SC HOPE](#) Scholarship
 - 3 [SC Palmetto Fellows](#) Scholarship
 - 4 [Study Abroad LIFE / Palmetto Fellows](#) Scholarship
 - 5 [SC State Summer](#) Scholarship
 - iii [Graduate Student Scholarship Programs](#)

14. Financial Aid

All students can access their Financial Aid through Lesesne Gateway. The Information Technology website contains information about logging into Lesesne Gateway and creating or retrieving a password. The document, "How to Access Your Financial Aid Self-Service," explains how to access the Citadel's new portal. To be eligible for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) for the upcoming school year. For additional information, contact <http://www.citadel.edu/root/finaid> or 843-953-5187.

Cadets have the responsibility of the application process.

- A. Each cadet must complete or renew the Free Application for Federal Student Aid (FAFSA) every year.
- B. Cadets can complete the application as soon as January 1st for the following academic year.

- C. FAFSA can be filed online for faster processing. School code: 003423
- D. For New Direct Loan Student Borrowers:
 - Direct Loan Entrance Counseling is also required.
 - Your Master Promissory note can be signed online.
 - New Direct Loan borrowers must get a PIN from the Department of Education to sign promissory notes. This pin number is the same number used for completing the FAFSA online.
- E. Types of Financial Aid
 - Scholarships
 - Grant Programs
 - Loan Programs
 - Work Programs
 - VA Benefits
 - Application and Award Timetable
 - Financing the Citadel Education

15. Career Services

For Cadets, the training, information, and resources are provided through an online *Career Planning & Preparation Handbook* referred to as My Career. My Career outlines the career planning and preparation process through a comprehensive four-year timeline with supporting materials presented as a Mixed Mode Course using the [Career Center Website](#), Email, and Group Training Sessions (as scheduling permits) to share career-related resources. To verify hours and schedule appointments please contact us at: Email: CareerCenter@Citadel.edu
Phone: 843-953-1617

16. Cadet 24-Hour Schedule Policy

Cadets in the South Carolina Corps of Cadets follow a regimented [training schedule](#) that includes physical training, academic classes, military science studies, athletics, club sports, leadership training, club activities and diverse special events that provide supplemental learning experiences. For more information about the life of a cadet, please visit the Office of the Commandant's Webpage, <http://www.citadel.edu/root/commandant>.