

# THE WHITE BOOK

## CHAPTER 6

### Cadet Accountability

#### SECTION 3:

#### Leave/Incentives/Privileges

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Position: Assistant Commandant for Discipline

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I. **Organization:** The Office of The Commandant, Assistant Commandant for Discipline is responsible for concerning leaves, incentives and privileges. Office is found on the second floor of Jenkins Hall.

II. **Functions:** This policy prescribes procedures for the following functions:

A. **Leaves and Passes**

1. **General Leave**
2. **Overnight and Weekend Leave**
3. **Special Leave**
4. **Emergency Leave**
5. **Military Duty Leave**
6. **Special Orders**
7. **Passes**

B. **Incentives**

1. **24/48 Hour Pass (Deans List & Gold Star)**
2. **Block Leave**

C. **Privileges**

III. **Procedures:**

A. **Leaves and Passes:** The Company or Battalion TAC Officer must approve special allocation of additional leaves or passes to individuals, or a group of individuals. Any time a cadet leaves campus (unless for PT purposes), he/she is required to sign out through the "Cadet Accountability System" (CAS) and sign-in upon his/her return.

1. **General Leaves:** General Leave on Sunday ends at 2230 for C4/5 and 1950 for C3, C2 and C1 cadets. On Friday and Saturday night, upper class have leave until 0100 and freshmen have leave until 2400 or as directed by the Commandant.
2. **Overnight and Weekend Leave:** Cadets MUST BE PROFICIENT IN ALL AREAS to take or use any leaves or passes. "Class Allotments," "Rank Allotments," and all individual "Incentive Awards Matrix" overnights and 24 hour passes are subject to the following operating policy and procedures:

- i. **Requests:** 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 approval authority for these leaves is automatic based upon leave balance. Cadets must sign-out in CAS under the leave they requested. Company Block Overnights must be requested in CAS. The authority for Company Block Leaves is the Cadet Company Commander with approval of the Battalion Commander or BN TAC Officer.
    - a. Overnight Leaves may be requested for any Friday or Saturday night on an open weekend, and any Saturday night on a closed weekend-- except during an exam period or in conjunction with a furlough. Cadets may not depart for overnight leave until after the completion of their scheduled duties. The overnight begins after last duty on either day. If the overnight is taken on Friday night, it ends at the end of General Leave on Saturday for the appropriate class. If the overnight is taken on Saturday night, it ends at the end of General Leave on Sunday for the appropriate class.
  - ii. **Class and Rank Allotments:** The number of Overnights authorized is based on Class or "C" Status by the Registrar's Office and the official Rank Rosters maintained by the Commandant's Department.
  - iii. **Cadet Commanders:** Are responsible for ensuring that there is cadet leadership presence in the barracks during the weekend and that the weekend Company Duty Team mission is properly conducted. Company Commanders must obtain approval from the Battalion TAC to miss Friday afternoon parade.
3. **Special Leave:** If leave is necessary during the week (to include the 24 hour academic achievement passes awarded to Gold Star and Dean's List cadets), a cadet must have an approved "Special Purpose Leave," Emergency Leave," or "Military Duty Leave" as described below.
- i. **Special Purpose Leave:** When a Special Purpose Leave is granted, it is to be charged against the cadet's number of allotted leaves. If the cadet has no leaves available, the leave will generally not be approved unless unique or special circumstances exist. If classes, tests, assigned academic work, or other assigned duties are to be missed, the cadet must meet with the professor, to permit making up missed work. Special Purpose Leaves must be submitted online no later than five working days in advance of departure date, with the exception of emergencies. Special Purpose Leaves that may be approved by the Company or Battalion TAC are as follows:
    - ii. **Special Events:** While what constitutes a significant special event may vary among individuals and situations, it is the responsibility of the requestor to articulate to the TAC why the circumstances warrant missing a cadet duty. Requests must include the specific details of the event, the exact times and locations, the duties the cadet will miss, and the measures the cadet has taken to find a replacement for or to make-up the duties he or she will miss. The TAC will use this information to make a decision that optimizes the legitimate interests of both the cadet and The Citadel. An example of a request that meets this standard: "I request permission to attend my best friend's graduation from basic training at Fort Jackson. The ceremony begins at 0800 on Saturday. I request permission to leave after the parade Friday so I can spend the night in Columbia and be on post by 0730 on Saturday. I will miss the SMI but I have arranged to have my platoon leader inspect my room and me before I depart Friday afternoon and I will leave my room in MRI order when I go."
    - iii. **Emergencies:** Serious illness or death in the family (considered "Emergency Special Leave."
    - iv. **Court Appearances:** Must have documentation to support the request.

- v. **Counseling:** Leaves for substance abuse counseling/classes or AA meetings must go through the Clinic. The Clinic will put the cadet on special orders.
  - vi. **Medical Leave:** The Clinic grants all Medical Leaves.
  - vii. **Authority:** 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.
4. **Emergency Leave:** 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.
5. **Military Duty Leave:** 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.
6. **Special Orders:** All Special Orders are submitted thru the Special Orders System (SOS) in CAS. Special Leave will not be used for the following leave types:
- i. **Event/Activity Special Orders:** The Faculty/Staff advisor of the activity requests these orders. When individual students or groups of students travel to participate in an

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 Leaves:** 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. **Commandant/President Inspection:** The only Special Orders that may be approved for these Inspections are for NCAA teams.
- 7. Passes:**
- i. **Charleston Pass:**
    - a. **Mondays:** 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. **Wednesdays:** 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 authorized a CP they will be reported to their company commander for appropriate disciplinary action.
      - d) Each week the 1SG will compare his/her list of proficient cadets with the punishment orders, physically deficient list, and the academic proficiency list to ensure that all cadets on his/her initial list are allowed to take a Charleston Pass. If they are not eligible, the deficient cadet is not authorized a CP until the cadet becomes proficient.
      - e) SGMs will serve the function of 1SG on battalion and regimental staffs in the distribution, collection, and the denial of leave cards.
      - f) MSGs and Supply SGTs will assist SGMs and First SGTs when they are not available in the duties of enforcement and collection of the leave cards.
  - i. **24-Hour Pass:** All leaves are a 24-hour pass or a combination of no more than two 24-hour passes. This includes Incentive leaves like Gold Stars, Allotment leaves as

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 missing classes or duties. Otherwise, the Special Leave Approval process must be completed. The 24-hour passes cannot be used to miss any SMI, **LTE**, Commandant's or President's Inspection, nor can it be used in conjunction with a Furlough. Responsibility for final approval of these leaves/passes rests with the Cadet Company Commander and Company or Battalion TAC Officer.

- B. Incentives:** - Incentives are subject to the rules and regulations as described below and previously described in the chapter. To view the current AY Incentives, see the "Class Allotments," "Rank Allotments," and "Incentive Matrix" charts at the end of the chapter.
- **Review:** This incentive policy will be reviewed and updated annually. Suggestions for changes should be forwarded directly to the Commandant, through the Cadet Chain of Command. Cadets are expected to review and be aware of the changes at the start of each academic year.
  - **Reward:** Individual and organizational pursuit of standards of excellence in the areas of academics, drill and ceremonies, physical fitness, community service, and discipline are a part of cadet life. This Incentive Policy is intended to reward individual cadets and cadet organizations as they achieve standards of excellence, and supplements those incentives already published in Cadet Regulations.
  - **Proficiency:** Cadets must be academic, conduct, and physically proficient to utilize Incentive Awards. These leaves will terminate at 1950 on Sunday.
  - **Fourth Class eligibility:** **C1** cadets are eligible to earn all incentive awards but cannot utilize them during the first semester (unless approved by the BN TAC). First Semester awards will be banked for the 2nd Semester.
    1. **Dean's List and Gold Stars:** 24 (Dean's List) and two 24 (Gold Star) cadets may request these online. If classes, tests, academic work, or other assigned duties are to be missed when using a 24-hour pass, the cadet must meet with the professor to obtain permission to make-up any missed work. Responsibility for final approval of these leaves/passes rests with the Cadet Company Commander and Company or Battalion TAC Officer. (NOTE: Even though a Gold Star cadet automatically makes Dean's List, he/she is awarded the two 24-hour passes only and will not get the 24-hour pass for Dean's List.) The 24-hour passes that are awarded academically to Dean's List and Gold Star cadets are the only incentives that qualify for missing classes or duties. Otherwise, the Special Leave Approval process must be completed.
    2. **Block Leaves:** All Company and Battalion level Overnight and Weekend incentives must be taken as a Unit (a Block). Further, these Block Leaves cannot be taken on a closed weekend or, in the case of Overnights, over a part of a weekend that is closed. It is the Company or Battalion Commander's call as to which weekend/night the leave will be taken, and the Battalion TAC must approve the leave. Cadets in that organization who cannot take the leave at the designated time will lose the incentive. Block Overnights/Weekends will not be scheduled on ROTC Training Weekends.
      - i. These leaves do not start until after "last duty" of the day. It is important that this be considered if the Block Overnight is scheduled over a weekend with scheduled Saturday requirements (e.g., football games, field day, Parents' Day, Homecoming, Commandant's Inspection, President's Inspection, Corps Day, etc.).
      - ii. Commanders will coordinate "Block Overnights" with the Battalion TAC at least a duty week (COB Monday) before the requested date. Communication will be made with the Commandant's Department so that the appropriate block overnight/ weekend can be added to the Company/Battalion leave bank.
- C. Privileges:** Privileges will be reviewed by the rising chain of command and updated annually. Suggestions for changes should be forwarded directly to the Commandant, through the Cadet Chain of

Command. Upon a change in policy, cadets will be notified and, subsequently, expected to review and be aware of the changes for the following school year (updates & changes will be highlighted in red for each AY).

1. **Class Privileges** are based on the cadet's "**C**" status. C Status is determined by the number of semesters a cadet has completed as an active member of the Corps of Cadets (Semester Study Abroad/Internship programs are included). The following table is used:

<b># Semesters Completed in Corps</b>	<b>C-Status</b>
Less than 2	C1
2	C2
4	C3
6	C4/5

2. **To receive the class privileges** for which they are eligible, cadets must have earned a cumulative GPA that makes them Academically Proficient as well as Conduct and Physically Proficient .
3. **School Year Class Privileges**
  - i. **AUTOMOBILES:**
    - a. **C4/5:** Authorized to register and park vehicles on Campus. Seniors are given first priority for Parking and registering. They receive the spaces closest to the barracks.
    - b. **C3:** Authorized to register and park vehicles on Campus. After seniors are registered.
  - ii. **BUILDING ENTRANCES & STAIRS:**
    - a. **C4/C5** or higher: May use the front and side doors and stairs of all Campus buildings and may walk on the red tiles in Bond Hall and Capers.
    - b. **C3:** May use all doors in Capers Hall. C3 sword bearers may use the front door and stairs of Jenkins Hall but other C3s must use other doors and the rear stairs of Jenkins Hall.
    - c. **C2:** May use all doors in Capers Hall. C2 cadets may not use the front stairs of Jenkins Hall and must use other doors and the rear stairs.
    - d. **C1:** May use the east and south doors in Capers Hall and the rear and Westside door of Jenkins Hall.
  - iii. **CADET ORGANIZATIONS/ACTIVITIES:**
    - a. **C4/5** or higher: May join any cadet organization for which they qualify.
    - b. **C3:** May join any cadet organization for which they qualify.
    - c. **C2:** May join any cadet organization for which they qualify.
    - d. **C1:** May join any cadet organization for which they qualify AFTER academic classes begin.
  - iv. **CHARLESTON PASSES (CP):**
    - a. **C4/5:** Seniors who are proficient are authorized Wednesday CP each week, beginning after last scheduled activity (but not before 1300) until 2230 C4/5s are authorized an additional CP each week on Mondays beginning after last scheduled activity (but not before 1300) until 1950.

- b. **C3:** 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. **C2:** 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. **C1:** 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. **C4/5** 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. **C3:** 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. **C2:** May depart campus for furlough in civilian clothes.
- vi. CLUB SPORTS:
  - a. **C4/5, C3, C2:** May go out for club sports.
  - b. **C1:** 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. **C1** 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 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 (underneath) the Northside stands.
    - 1) **C4/5** cadets are allowed to leave the stands at any time during the game to visit concessions. After marching with their company, Seniors will be allowed to find their dates and sit in the Senior Date Sections (selected rows in Section J). **Only C4/5 with dates will sit in the Senior Date Section.**
    - 2) **C/3:** May leave their seats at any time after the end of the first quarter to visit concessions.
    - 3) **C/2:** May leave their seats after halftime to visit concessions.
    - 4) **C/1:** May leave their seats at halftime, and only halftime, to visit the concessions. Halftime is the only time Knobs will sit. When a touchdown is scored, C1 cadets will do the equivalent number of pushups as the team has points. Once the extra point is made, the C1 cadets will do the equivalent number of pushups as the team has points.
    - 5) **C2-C5:** During halftime are allowed to visit families in the stands. Cadets are NOT ALLOWED in the Club Level or 5<sup>th</sup>/6<sup>th</sup> floor suites. After halftime is over, all Cadets are to immediately return to Corps section in the stands.
  - c. Alcohol Consumption:
    - 1) For those 21 and older, Alcohol will only be purchased from the concessions.

- 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. C1 cadets are authorized to use the Canteen in the area of "Knob Alley" for their exclusive use. C1's will **not** be denied the use of Chick-fil-A or Starbucks.
11. LAUNDROMAT
  - i. All Classes: Are authorized to use the Laundromat on a first come, first served basis. **C1** cadets will not be restricted from using the Laundromat.
12. PARADE GROUND
  - i. **C4/5** or higher cadets as well as all mascot handlers, when in the act of escorting the mascot, are authorized to cross the parade ground.
  - ii. **C3**: If approved by the Regimental Commander, all C3 cadets are authorized to cross the parade ground 2nd semester.
13. QUADRANGLES
  - i. **C4/5 and C3**: Are authorized to walk across quadrangles.
  - iii. **C2**: If and when approved by the Regimental Commander, C2 Cadets are authorized to walk across the quadrangles 2<sup>nd</sup> semester.
14. PT BARRACKS FRONT SALLY PORT STAIRS
  - i. **C4/5** or higher cadets: Are authorized to use this stairwell.
  - ii. **C3 and C2** cadet sword bearers are authorized to use this stairwell.
  - iii. Other Cadets: At the discretion of the Regimental Commander.
15. PT UNIFORM: **C4/5** cadets: During the second semester and coinciding with the Regimental Commander granting class privileges, **C4/5** cadets are afforded the class privilege of wearing an approved t-shirt of an official Citadel chartered club or organization for individual PT within the strict confines of the campus. The office of Cadet Activities, on behalf of the Commandant, is the approval authority of the club and organizational t-shirt. This privilege includes PT shirts of the respective ROTC Departments subject to the concurrence of the PMS, PNS, PAS, and within service regulations. It also includes t-shirts issued by the Athletic Department for NCAA sports.
16. RANK
  - i. **C4/5** cadets will fill cadet officer positions in The Corps of Cadets.
  - ii. **C3** cadets will fill cadet sergeant positions in The Corps of Cadets.



- iii. **C2** cadets will fill cadet corporal positions in The Corps of Cadets.
- 17. SIDEWALKS ON AVENUE OF REMEMBRANCE
  - i. **C4/5, C3, and C2:** May use these sidewalks.
  - ii. **C1:** 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.
- 18. 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. Other than those cadets authorized through their Chain of Command position, outgoing communications via cell phone (talking, text messaging, etc.) is restricted to INSIDE THE BARRACKS, DURING AUTHORIZED TIMES ONLY (except in the case of a declared emergency).
    - d. Cell phones (and other personal electronic devices) incorporating a camera must be turned off and out of sight in any area in which an individual has a reasonable expectation of privacy such as restrooms, locker rooms, showers, and other locations.
    - e. Beyond the basic College policy stated herein, faculty members, at their discretion, also may have strict individual policies related to personal electronic devices outlined in their syllabi in order to provide and maintain a classroom environment that is conducive to learning and the respect of others. These policies may include penalties for violation of said policy.
  - iii. SERVICE: Cadets may choose any cellular service provider.
  - iv. EMERGENCY NOTIFICATION: “Bulldog Alert” is The Citadel’s emergency notification system. This communication tool provides for rapid notification through text messaging, phone call/voice mail or email – or a combination of those - indicating a campus crisis or emergency. For those who register to receive text messages from Bulldog Alert, please note that your cell phone provider may require you to accept the message and agree to any cost charged by your cell provider. Cadets can register their cell phone for Bulldog Alert by logging into the App and updating their “Bulldog Alert Emergency Contact Information.” Bulldog Alert allows you to select up to six telephone numbers (the cadet’s and or family members) and two e-mail addresses to receive emergency alerts. Citadel phone numbers and email addresses for cadets, faculty and staff are automatically part of the emergency notification system.
- 19. TELEVISION/VCR IN ROOM (ONE 32” TV)

- i. **C4/5** 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.
20. 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.
21. VENDING MACHINES IN BARRACKS
- i. All Upper-Class Cadets may use any of the vending machines in the barracks.
  - ii. **C1:** May only use the vending machines on the first division. Upperclassmen will not impede or deny C1's this privilege.

# CLASS & RANK

## ALLOTTED OVERNIGHTS

<b><u>CLASS</u> ALLOTTED OVERNIGHTS</b>		
	1st Semester	2nd Semester
	C4/5	C4/5
Overnights	9	9
	C3	C3
Overnights	7	7
	C2	C2
Overnights	5	5
	C1	C1
Overnights	0	3
<b><u>OR</u></b>		
<b><u>RANK</u> ALLOTTED OVERNIGHTS</b>		
	1st Semester	2nd Semester
	Cadet Officer- C4/5	Cadet Officer-C4/5
Overnights	12	12
	Cadet NCO- C3	Cadet NCO- C3
Overnights	10	10
	Cadet CPL- C2	Cadet CPL- C2
Overnights	8	8

# INCENTIVE MATRIX

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

INCENTIVE MATRIX	24 HR ANYTIME	O/Nights FRI/SAT ONLY	C PASS	Notes:
<b>INDIVIDUAL ACHIEVEMENTS</b>				
<b>GOLD STAR</b>	★ ★	★ ★	★	CPs- After last duty (not before 1300) until 2230
<b>DEANS LIST</b>	★	★	★	
<b>PRES LIST</b>	★	★ ★		
<b>COMM LIST</b>		★ ★		
<b>CPFT- 300+ Score</b>		★ ★		
<b>MERIT Performance Pass</b>		★		25 Merits in a Merit Period
<b>KELLY CUP</b> Winning Participants & Runner-Ups		★ ★ - 1 <sup>ST</sup> ★ - 2 <sup>ND</sup> , 3 <sup>RD</sup> , 4 <sup>TH</sup>		Includes Squad LDRs
<b>CADRE /ATHLETIC CADRE MEMBERS</b>		★ ★		If served on both – cadet still only gets 2 O/N
<b>BLOOD DRIVE DONORS</b>		★ *		+2 pints in an academic year/ on campus only*
<b>CANDLELIGHT SERVICE</b>		★ ★		Issued Spring Semester
<b>COMPANY ACHIEVEMENTS</b>				
<b>CO IN each BN w/ HIGHEST GPA</b> (Block)		★		Issued Spring Semester
<b>CO WINNING PARADE 3X in a semester</b> (Block)		★		1 <sup>st</sup> semester 4CL- banked for 2 <sup>nd</sup> sem.
<b>CO w/ HIGHEST AVG CPPFT SCORE IN REGT</b> (Block)		★		Once per semester
<b>CO w/ BEST RETENTION RATE IN REGT- 1<sup>ST</sup> Semester</b>		★ ★		Issued Spring Semester
<b>CO WINNING THE PRESIDENT'S CUP</b>		★ ★		For cadets who completed previous year in CO
<b>CO WINNING THE COMMANDANT'S CUP</b>		★		For cadets who completed previous year in CO
<b>CO WINNING THE SUMMERALL CUP</b>		★		For cadets who completed previous year in CO
<b>CO WINNING THE BOV CUP</b> (aka Intramural Cup)		★		For cadets who completed previous year in CO
<b>BATTALION ACHIEVEMENTS</b>				
<b>BN w/ 3 CO PLACING IN THE TOP 5 IN ONE PARADE</b>		★		
<b>NCAA PARTICIPANTS (CORPS SQUAD)</b>				
<b>NCAA</b> Athletes, Managers, & Trainers		★ ★		1 WKND per academic year
<b>ROTC TRAINING WEEKENDS</b>				
<b>ROTC CADETS</b>		★		1 O/N for each training WKND (2 per Semester)

\*\*Each Regt/Bn/Co Commander is authorized to award one Overnight per month and one 24 hr pass per semester, at their discretion, for outstanding performance or achievement.