



DEPARTMENT OF THE ARMY
U.S. ARMY ROTC BATTALION
SYRACUSE UNIVERSITY
101 WAVERLY AVENUE
SYRACUSE, NY 13244-1140

ATCC-BNN-YSU

25 August 2025

MEMORANDUM FOR RECORD

SUBJECT: Expectations and Requirements for Individuals Participating in Army ROTC

Cadet Conduct

1. It is important for all Cadets to remember they represent the Army and are held to a higher standard of a professional Army officer. This standard will be exemplified on campus, in public, at ROTC events, and anywhere the public can see or hear about your actions.
2. Army ROTC Cadets will not consume or possess alcohol if they are under 21 years old. Consumption or possession of alcohol by an individual under age 21 is a criminal offense under NY State Law and is a violation of US Army Cadet Command regulations. Failure to abide by these laws and regulations may result in academic suspension, probation, or disenrollment from the ROTC program.
3. It is imperative for all Army ROTC Cadets to adopt and live The Army Values and The Cadet Creed that consists of the principles, standards, and professional qualities considered essential for successful Army leaders. They are the fundamentals that will help all Cadets make the right decisions when faced with difficult situations. Failure to adopt to these standards shows a lack of moral and ethical qualities that are not consistent within the Army profession and will not be tolerated in the Stalwart Battalion.
4. All Army ROTC Cadets of the Stalwart Battalion must recognize they have a responsibility to conduct themselves in a manner that shows respect and dignity to all personnel in and around the University community. All Cadets must be aware that discrimination, harassment or any other type of unethical behavior in any form will not be tolerated from any Cadet in the program. As stewards of the Army profession, it is every Cadets moral obligation to conduct themselves in a manner that strengthens the public trust in the Army to include setting the example by abiding by and upholding all rules and University policies.
5. Cadets enrolled in Army ROTC must maintain full-time status and remain in good standing with their academic institution until degree completion. Typically, undergraduate students are full-time if registered for 12 or more credits, and graduate students are full-time if registered for nine or more credits during any semester. Any Cadet who withdraws from a class must notify their MS Instructor to

review their academic progression and agree to a plan of action to remain academically aligned for commissioning.

6. Army ROTC Cadets will always conduct themselves as future officers. Army ROTC Cadets will address all Officers as “Sir” or “Ma’am” and all Non-Commissioned Officers (NCO) as “Sergeant” or “Master Sergeant” dependent on the NCO’s rank. When outside and in uniform, Cadets will salute and greet all officers, including officers of other military branches.
7. Army ROTC Cadets are expected to honor the academic integrity policy which is designed to make integrity and honesty central to the college experience. As such, any work a student submits for a course must be solely his or her own unless an MS instructor gives explicit instructions allowing collaboration or editing. This applies to homework as well as other written, oral, and creative assignments.
8. Examinations and quizzes of all kinds, including online and take-home exams, must reflect only the work of the submitting student without assistance from other students or resources such as texts, websites or notes unless the instructor has specifically allowed their use. Students are responsible for asking questions in advance if they are uncertain about their instructor’s expectations on collaboration.
9. Cadets will promptly notify their instructor and the HRA of changes to medical status (medications, hospitalizations, surgeries), and provide documentation as required.
10. Cadets will promptly notify their MS instructor of any dealings with law enforcement (to include arrests, traffic violations, reprimands, etc...) and/or campus security and be prepared to provide documentation, as necessary.
11. All Cadets must safeguard, maintain, and keep accountability of all issued uniforms and equipment. If a Cadet has an issue with their equipment, they must inform their MS Instructor immediately. If issues are not resolved, the Cadet may be subject to repayment of any lost equipment.
12. All Cadets will utilize the Cadet Chain of Command and the Cadre Chain of Command to the maximum extent possible when communicating issues and problems to their leaders. Proper use of the Chain of Command is vital to the overall effectiveness of the unit and to your development as a future Army officer.

Cadet Contract Obligations

13. Contracted Army ROTC Cadets, unless on a leave of absence (LOA), must register for a MS Class, Leadership Lab, and the Physical Readiness Training (PRT) class every academic term. If registering for the PED 200 course is not an option, contracted Cadets still have a requirement to attend the morning physical training three days a week unless excused by the PMS.

14. Contracted Cadets will attend all Military Science (MS) classes, labs, and PRT sessions unless previously excused by their instructor. Early notifications allow instructors time to review the situation and develop a suitable plan of action to accommodate the request. Failure to notify the instructor in a reasonable period will constitute an unexcused absence. All reoccurring absences from any ROTC class must be approved by the PMS.
15. All Army ROTC Cadets must coordinate with their academic advisors prior to the start of each academic term to review their academic progression, and update their individual Planned Academic Worksheet Program (CC FM 104-R). The PMS/MS Instructor will review the worksheet with the Cadet each semester to monitor alignment/mission set and academic progress. Any changes to the academic plan must be brought to the attention of the PMS/MS Instructor. Any change of major must first be approved by the PMS.
16. All Simultaneous Membership Program (SMP) Cadets must attend any mandated training by their unit. Any deconfliction must be coordinated with their unit within the first 30 days of the academic semester.
17. Contracted Cadets will be subject to urinalysis testing at any time. The screening will be administered by the PMS to ensure contracted Cadets are not in violation of the terms of his or her contract. If a Cadet refuses to submit a urine sample or test positive from such screening, disenrollment procedures may be initiated IAW CC PAM 145-4.
18. Contracted Army ROTC Cadets are required to participate in the Field Training Exercises (FTX) scheduled in the fall and the spring every academic year unless previously excused by the PMS. Schedule and training conflicts must be brought to the attention of the Cadets MS instructor at least two weeks in advance of the training exercise.
19. All Army ROTC Cadets prior to commissioning will complete a one-semester or equivalent college-level course in American military history offered by the college history department or offered by the ROTC Department. See your MS Instructor for a list of classes that satisfy this requirement.
20. All Cadets that are participating in Internships will notify their MS Instructor and the Human Resources Assistant (HRA) as soon as possible in order to complete the requisite paperwork. Any scheduling of internships before CST cannot be initiated without PMS approval.
21. All contracted Army ROTC Cadets must meet the height and weight standards and pass the Army Fitness Test during each academic term. Failure to maintain height and weight standards or pass the Army Fitness Test could result in an administrative suspension, probation, loss of scholarship benefits or disenrollment.

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22. The point of contact of this memorandum is the undersigned at LTC Matthew A. Coyne at 315-443-1750 or macoyne@syr.edu.

MATTHEW A. COYNE
LTC, MP
Professor of Military Science



Signature



Printed Name
Army ROTC Cadet

Date

12/1/25