

Subject: Implementation Instructions/SOP – Corps of Cadets Participation Policy

1. Purpose. The purpose of these implementing instructions is to prescribe the procedures by which students who enter the Corps of Cadets after 1 August 2008 (including all 2008 Summer Transition Program students) may request either (a) exceptions or (b) waivers to the Corps of Cadets Participation Policy. It also describes the considerations which the Commandant of Cadets shall take into account before approving requests for non-resident military status. NOTE: Cadets who entered the Corps prior to 1 August 2008 will be grandfathered under provisions of the old “commuter policy.”

2. General. Effective for Fall Semester 2008, NGCSU will implement a new Residence Policy which applies to the entire student body. However, new students who choose to become members of the Corps of Cadets must also abide by the Corps of Cadets Participation Policy, which goes into effect at the same time. This policy requires cadets to reside in military dormitories designated by the Commandant and experience a rigorous, highly-supervised, residential military lifestyle similar to that found at a Federal Service Academy. The Commandant of Cadets has the authority to approve or deny requests for exceptions or waivers to the new policy based upon (a) the needs of the University to fill bed space (b) the needs of the U.S. Army to train and commission officers in sufficient numbers, and (c) the needs of the student, in that order. He may set a maximum limit on the total number of non-resident military students for any given semester or academic year. He may also grant non-resident military status for a limited time only, thereby requiring cadets to move back into military residence halls at designated times in order to control occupancy rates, or correct behavior. In cases involving contracted cadets, (or those who have begun the contracting process), he will confer with the Professor of Military Science before approving waivers. Finally, in all cases, cadets who gain permission to become non-resident military students must agree to (a) carry full time academic loads, (b) “participate fully” in the Corps of Cadets by attending all formations, duties, and military events unless specifically excused by the cadet chain of command or the Commandant’s Staff (c) successfully complete at least one Military Science course each Fall and Spring Semester (d) wear the appropriate cadet uniform while on campus (e) respond in a timely manner when summoned by the Office of the Commandant, (e) check NGCSU e-mail accounts daily and (f) “sign in” weekly in the Pennington Military Leadership Center, after reading the Bulletin Board for Non-Resident Students.

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Note: Cadets, both men and women, who leave the Corps voluntarily or involuntarily prior to earning 90 semester hours will be ineligible to enroll in North Georgia courses for a period of one calendar year from the date of their withdrawal from the Corps.

3. Exceptions. Routine exceptions to the Corps of Cadets Participation Policy include only four categories and will normally be approved by the Commandant when requested by the student in writing. The four categories are:

- a. Cadets may live off campus if they are 23 years of age or older.
- b. Cadets may live with and commute daily from the permanent legal residence listed in BANNER of their parent(s) or grandparent(s) in Lumpkin, Dawson, White or Hall Counties only.
- c. Cadets may live off campus if they have completed two years of honorable active military service, verified by DD Form(s) 214.
- d. Cadets may live off campus if they are married, verified by marriage license.

4. Waivers. Cadets who request waivers to the Corps of Cadets Participation Policy are in effect requesting to become non-resident students due to special circumstances, including personal hardship. Waivers are totally separate from the exceptions mentioned in paragraph 3 above. All waivers require the combined approval of the PMS and the Commandant of Cadets; however, the Commandant is responsible for the administration of the waiver process and for tracking the status of non-resident military students appropriately. Cadets may request waivers to the Corps of Cadets Participation Policy in writing to the Commandant, based upon the following criteria:

- a. Completion cadets--defined as contracted military students who have “completed” LDAC, current PME, and all required Military Science classes, including MS 4000 and MS 4100—may, with the PMS’s written concurrence, be allowed by the Commandant to exit the Corps and remain as NGCSU students in civilian status until they graduate and commission. Completion cadets will be tracked and supervised by the PMS until they graduate/commission. If approved, they will exit the Corps of Cadets and be removed from the Corps roster after they out-process. These students may serve in uniform as “structured volunteers” if the PMS directs them to support the Military Science Department in special situations such as field training exercises, ceremonies, physical fitness tests, or designated military projects.

- b. Cadets (usually non-contracted seniors) who have earned 90 academic hours, and desire to remain in the Corps of Cadets, may be allowed by the Commandant to become non-resident military students if they approval is granted in writing. These cadets will be assigned to companies or staffs and must participate fully as uniformed members of the Corps of Cadets. Unlike completion cadets, they remain eligible for the Georgia Grant,

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if otherwise qualified. Also, if their home of record is a state other than Georgia, they are authorized to pay in-state tuition rates, if otherwise qualified. Finally, their non-resident military status may be used to facilitate their earning the Military Leadership Minor, if otherwise qualified.

c. Cadets who are performing internships or student teaching as a part of their academic curriculum may request non-resident status for the period of their internship/student teaching only. The student should describe the details of the internship or student teaching experience by separate letter and attach it to the request for waiver.

d. Cadets who are selected by the NGCSU Study Abroad Coordinator (Center for Global Engagement) or the Military Science Director of Instruction to study abroad in any FALL or SPRING semester normally may do so. All cadets who study abroad in a Fall or Spring Semester must coordinate their absence from campus with the Director of Military Instruction, extension 1787, and the Assistant Commandant, extension 1792, prior to departing campus. Restrictions may apply to contracted cadets.

e. Cadets experiencing extreme hardships--personal, family, medical, psychological, emotional, financial, or legal situations—may request military non-resident status in writing to the Commandant by preparing a standard military letter which describes the case in detail. See paragraph 5 below for more information.

5. Administration. Cadets who request non-resident status (either military or non-military) should fill out and submit CMDT Form 1A available in the Commandant's Office. See paragraph 6 for submission deadlines. Cadets who request wavers to the Corps of Cadets Participation Policy must attach a written letter in the standard military format which describes a compelling argument for his/her request for waiver. Also, professional correspondence on letterhead stationery from doctors, lawyers, psychologists, counselors or other officials should be attached as proof that a serious situation exists. If the cadet is contracted (or in the process of contracting) with the Professor of Military Science, a written endorsement from the PMS or his representative is mandatory. In all cases, the Commandant will determine, based on the facts available, whether or not a compelling argument exists before approving the request for waiver.

6. Restrictions. Written requests for exceptions or waivers must be made in writing no later than 30 days before the first day of classes, unless exigent circumstances exist. Late or incomplete requests for exceptions/waivers to policy will normally be disapproved. Further, cadets may not request to change status from resident to non-resident, nor from military to civilian at any time other than the end of the semester, if otherwise qualified. All campus moves must be accomplished before the first day of classes. No requests for exceptions/waivers to policy will be considered by the Commandant until all disciplinary tours and/or other sanctions are served.

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The availability of private housing (apartments, home rentals, condos, etc.) or lease agreements associated with such housing are not factors for consideration by the Commandant. The University assumes no responsibility for any rental, lease, or mortgage agreements made by any student and a third party.

7. Failure to comply or cooperate. Students who fail to abide by the provisions of the Corps of Cadets Participation Policy or these implementing instructions may be dismissed from the Corps, required to re-occupy military residence halls, and/or face disciplinary action. Similarly, non-resident military students who refuse to communicate or cooperate with the Office of the Commandant may have their academic schedules dropped in BANNER and/or face disciplinary action or dismissal. Students who quit the Corps of Cadets or who are dismissed from the Corps of Cadets must withdraw from NGCSU. As stated in paragraph two (2), they may not enroll in North Georgia courses for a period of one year from the date of their withdrawal from the Corps.

8. Appeals. Cadets who request exceptions or waivers to the Corps of Cadets Participation Policy may appeal the Commandant's decision in writing to the Vice President for Student Affairs within three (3) working days of receipt of the Commandant's decision. Contact the Office of the Vice President for Student Affairs for more information at (706) 864-1817.

9. POC for these implementing instructions is the Commandant of Cadets, 706-864-1786.

JAMES T. PALMER
COL, USA (Retired)
Commandant of Cadets