

SAP 13.99.99.T0.01 Texan Corps of Cadets

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Procedure Statement

The Texan Corps of Cadets (Corps) is organized and maintained within the student body of Tarleton State University as a self-contained corps of cadets to promote student success. The Corps combines the traditions common to institutions of higher learning with the customs and courtesies of military training. The primary objective of the Corps is the development of a student-cadet's leadership and character by means of military training and the regulation of their conduct in accordance with the principles of military discipline.

Reason for Procedure

This Standard Administrative Procedure (SAP) has been developed to outline Texan Corps of Cadets guidance, authority, structure, and expectations of its members and Office of the Commandant staff in conjunction with the principles, procedures and directives contained in the [Texan Corps of Cadets Operations Manual](#) (Operations Manual). This SAP, in conjunction with the Operations Manual, prescribes the guidance essential for the effective and efficient command and administration of the Texan Corps of Cadets. The guidance documents enunciate the standards of conduct, deportment, and personal appearance expected of Corps members and Office of Commandant staff.

Procedures and Responsibilities

1. AUTHORITY

By direction of the President, Texan Corps of Cadets members and Office of Commandant Staff are subject to the [Texan Corps of Cadets Operations Manual](#).

1.1 ROLES AND RESPONSIBILITIES

- 1.1.1 The President has the ultimate authority in matters pertaining to the governance of the Corps of Cadets.
- 1.1.2 The Executive Vice President for Academic Affairs and Provost (Provost) has overall responsibility for academic affairs and regulation of the Corps as a learning community.

- 1.1.3 The Vice President for Student Affairs oversees the coordination for student affairs related to the Corps of Cadets, including services, facilities, and special events that promote student success and foster a diverse and inclusive campus community and the application of Student Rules to student-Cadets.
- 1.1.4 The Dean of the College of Liberal and Fine Arts (COLFA) is responsible to the Provost for academic affairs related to the Corps.
- 1.1.5 The Executive Director of the School of Criminology, Criminal Justice, and Strategic Studies (Executive Director) is responsible to the Provost and Dean of COLFA for academic affairs related to the Corps.
- 1.1.6 The Senior Director of Strategic Studies (John Tarleton Leadership Academy) is responsible for the implementation of the Operations Manual. The Senior Director oversees Reserve Officer Training Corps (ROTC) programs at Tarleton through the departments of Military Science and Aerospace Studies (via crosstown agreement) and the Department of Leadership and Strategic Studies. Each ROTC department has its own chair and staff, and is run independently according to the needs and administration of the service branch. The Senior Director will coordinate Corps of Cadet policies and procedures with the Vice President for Student Affairs to ensure compliance with Student Rules.
- 1.1.7 The Commandant of Cadets (Commandant) is responsible to the President of the University for the total military program at the institution, its administration, discipline, and welfare and is the commander of his/her staff and all cadets. The Commandant is responsible for all University-sponsored cadet activities.
- 1.1.8 The Professor of Military Science (PMS) is the senior active duty Army officer assigned to the University by the Department of the Army and also serves as the Department Head of Military Science and the commander of all military personnel assigned to the department.
- 1.1.9 The Professor of Aerospace Studies (APS) is the senior active duty Air Force officer assigned by the Department of the Air Force to provide instruction to cadets at Tarleton and also serves as the Department Head of Aerospace Studies and commander of all military personnel assigned to the department.
- 1.1.10 The Department Head of Leadership and Strategic Studies provides academic curricula and instruction to support a minor in Leadership Studies for cadets. The 18-hour curriculum is only open to members of the Corps. The Department Head also schedules, coordinates and facilitates leadership seminars focused on cadet development.

1.2 COMMAND OF STUDENT-CADETS

- 1.2.1 Command within the Corps is vested in student-cadet officers under the

supervision of the Commandant of Cadets and guidance of John Tarleton Leadership Academy faculty and staff.

- 1.2.2 Each semester, members of the Corps are appointed to leadership positions within the Corps. Cadets shall be appointed on orders issued by the Commandant. Cadet officers and cadet non-commissioned officers are normally expected to exercise the authority and responsibilities assigned to them by virtue of their rank and grade.

2. PURPOSE

The Operations Manual implements a military system of organization and training that has long been recognized for its effectiveness in developing leadership, self-discipline, and efficiency. The Corps utilizes this system to supplement and complement academic study programs in developing an individual to his or her maximum potential.

3. INTERPRETATION

The interpretation of the Operations Manual is a function of the Commandant. When doubt arises as to the meaning of a directive, a cadet will seek the advice of the supervising authority using the chain of command structure in the following sequence, the Cadet Training Officer, the Assistant Commandant, and the Commandant (in that sequence).

4. COMPLIANCE

Cadets will maintain thorough familiarization with the Operations Manual and all changes or additions herein, all annual supplements, and all policy letters. Cadets will comply with the obvious intent as well as the letter of all directives and orders. In cases not specifically covered by the Operations Manual, cadets will conduct themselves as good judgment and common sense dictate. Cadets will at all times conduct themselves with the propriety and decorum characterized by a society of ladies and gentlemen.

5. STRUCTURE

The Corps is organized and maintained within the student body as a self-contained corps of cadets, including the following:

- 5.1 Requires all qualified members of the Corps to be enrolled in the basic course of ROTC, with certain categories of students excused specifically by administrative decision and approved by the ROTC unit commander in coordination with the Office of the Commandant.
- 5.2 Requires all cadets, including nonmembers enrolled in the ROTC, to be habitually in uniform while on campus.
- 5.3 A key objective is to develop cadets' character by means of military training and the regulation of their conduct in accordance with the principles of military discipline.
- 5.4 Provides members of the Corps separate housing.

- 5.5 Requires all members of the Corps to be under constantly maintained military discipline.
- 5.6 In general, meets military standards similar to those maintained at the military service academies and senior military colleges.

6. CORPS MEMBERSHIP

- 6.1 All Army ROTC and Air Force ROTC cadets are members of the Corps. Additionally, all freshman and sophomore cadets must enroll in Army or Air Force ROTC to maintain membership in the Corps. Cadets who do not contract with a military service may apply to remain in the Corps as a Drill and Ceremony cadet. The Commandant is the approval authority for all Drill and Ceremony cadets to participate as members of the Corps.
- 6.2 RESERVE OFFICER TRAINING CORPS (ROTC) - Tarleton State University has participated in ROTC since 1917. The ROTC programs at Tarleton exist to commission well-educated officers into the Army and Air Force in sufficient numbers to meet the accession mission of these services. Unless contracted with the Army or Air Force, cadets who participate in ROTC are under no obligation to serve in the Armed Services. Those who wish to pursue a career as a commissioned officer compete for that opportunity by earning an ROTC scholarship or placement on a commissioning track through a contract with the Armed Forces. Tarleton also participates in the Marine Platoon Leader Course program for students seeking a commission in the United States Marine Corps.
- 6.3 DRILL AND CEREMONY CADETS - Drill and Ceremony cadets are not contracted by the ROTC program or not in the ROTC program, but desire to be exposed to the leadership training, spirit, and camaraderie of Corps life. Drill and Ceremony cadets are allowed to participate in all Corps activities, limited ROTC activities, and may pursue a minor in Leadership Studies.

7. ORGANIZATION OF THE CORPS

The Corps is organized as a military unit with corresponding command and leadership responsibilities. The Corps will be organized with the traditional Army service organization. Brigades will be composed of two or more battalions. Each battalion will be comprised of three or more companies. Companies will be composed of two or more platoons. Platoons will be composed of two or more squads. Each company level will be composed of cadets from all classes. All freshman and sophomore cadets will reside in the Corps-designated housing, as directed by or approved by the Commandant, in accordance with the University's housing policy.

8. ACADEMICS

- 8.1 The scholastics policy is designed to reinforce the importance placed on academic pursuits within the Corps. Academic success is the leading priority of the Corps, because first and foremost, a cadet's purpose at Tarleton State University is to attain a degree. The Corps promotes and enhances the scholastic performance of all Corps members by providing the most successful academic support program on campus. This

scholastic policy utilizes an intentional, standards-based approach to establish the environment, provides professional academic advising, and a mentorship support program, and recognizes academic achievement. This policy also promotes an academic plan with the structure to ensure graduation in a timely manner.

- 8.2 **MINOR IN LEADERSHIP STUDIES** - The Corps affords undergraduate students an opportunity to complete a minor in Leadership Studies. The minor is administered for cadets by the John Tarleton Leadership Academy, in collaboration with the Department of Leadership and Strategic Studies, the Department of Military Science and the Department of Aerospace Studies. The 18-hour curriculum is only open to members of the Corps. A minor in Leadership Studies is awarded through the academic coursework and satisfactory completion of leadership progression within the Corps.
- 8.3 **ACADEMIC STANDARDS** - To remain in good standing each cadet must maintain a minimum 2.5 GPA and 12 semester hours. Cadets who fail to meet standards will be placed on scholastic probation. Any cadet who is not in good standing academically in the spring semester will not be allowed to participate in summer training or internship programs.
- 8.4 **ACADEMIC SUSPENSION** - Cadets who have been academically suspended from the University will also be suspended from the Corps. However, if the University grants an appeal to the cadet, the cadet still has to obtain Commandant approval to rejoin the Corps.
- 8.5 **ACADEMIC INSPECTIONS** - The Corps Scholastics Officer is responsible for coordinating and executing inspections of the academic day and evening study conditions. The tracking of grades will maintain the privacy of students in compliance with University rules and may be produced upon request by the Cadet Training Officer or for a scholastic inspection. Scheduled tutoring and supplemental instruction sessions should be included on each cadet's weekly schedule.
- 8.6 **ACADEMIC AWARDS** - At the beginning of each semester, cadets who excelled academically the previous semester will be formally recognized for their achievement. Ribbons, medals, and devices for wear on the cadet uniform will be awarded.
- 8.7 **QUIET HOURS** - The purpose of Quiet Hours is to provide a period of time when the residence halls are quiet and conducive to study. All upperclassmen are responsible for maintaining and enforcing quiet hour study conditions.
- 8.8 **ACADEMIC DAY** - The purpose of the Academic Day is to maintain an atmosphere within the Corps that is conducive to the pursuit of academic endeavors and personal matters. Quiet conditions in halls and rooms will be in effect for all Cadets, as determined by the Commandant.
- 8.9 **CALL TO QUARTERS (CQ)** - The purpose of Call to Quarters is to maintain an appropriate scholastic environment for the Corps. Quiet conditions in halls and rooms will be in effect for all Cadets, as determined by the Commandant.

9. LEADERSHIP PROGRAM

9.1 Tarleton's goal is to inspire and motivate cadets to be accountable for their education, leadership and character development through a progressive and intentional four-year program. The program is a combination of the study of theory, experiential practice, and the validated practice of leading.

9.2 The Corps four-year leadership program is as follows:

<u>Year</u>	<u>Role</u>	<u>Focus of Year</u>
1st Year	Followership	Learning to follow; Self-leadership
2nd Year	Team member	Responsible for self; Development of major life skills
3rd Year	Direct Leader	Accountable for training; Making day-to-day decisions to attain operational goals.
4th Year	Organizational Leader	Leading; Setting policy; Establishing a positive environment

9.3 **COMMAND OF THE CORPS** - Cadet officers and non-commissioned officers under the supervision of the Commandant, with the assistance of the Professor of Military Science (PMS) and Professor of Aerospace Studies (PAS), will be responsible for maintaining military discipline, for instructing those placed under their control, and for setting a professional military example at all times. Each cadet personally shares by example the responsibility for maintaining the standards and traditions of the Corps.

9.4 CLASS SYSTEM AND CLASSIFICATION OF CADETS

9.4.1 Seniors hold the rank of Cadet Officers. They are the executive leaders of the Corps and are expected to establish, focus on, and communicate their organization's vision; establish and maintain a positive environment; develop others; and make decisions that affect operations.

9.4.2 Juniors hold the rank of Cadet Sergeants. They are the day-to-day leaders of the Corps and are expected to communicate their organization's vision, maintain a positive environment, develop others, and supervise the directions, orders, and guidance provided by the Corps leadership chain.

9.4.3 Sophomores hold the rank of Cadet Private First Class (PFC) or Cadet Corporal. They implement and execute the directions, orders, and policies of the cadet leadership chain in accordance with the Operations Manual.

9.4.4 Freshmen hold the rank of Cadet Private, with the opportunity to be promoted to Cadet PFC in the second semester. They are expected to follow and carry out the lawful orders and directions of the upper class cadets in accordance with policies and practices.

9.5 **SELECTION OF CADETS FOR LEADERSHIP POSITIONS** - Cadet officers and non-commissioned officers will be appointed by the Commandant. The appointments will include formal coordination and concurrence of the PMS and PAS. The basis of

selection for appointment will be military and academic proficiency combined with character and leader qualifications. Selection of cadets for appointment is based on academic standing, military knowledge, participation in general campus activities, spirit of cooperation, loyalty, dependability, qualities of leadership and physical fitness, and personal character.

9.6 CADET COMMAND POSITIONS

9.6.1 The Corps Commander, Deputy Corps Commander, Unit Commanders, and the Sergeants Major at Corps and Unit level, along with the Commanders and First Sergeants at Company-level, are chosen through a strenuous interview and selection process. They serve at the pleasure of the President and of the University and may be administratively replaced at the discretion of the Commandant.

9.6.2 Cadet command positions are often selected to serve as Residential Leaders (RL) due to their unique command position to affect command and control of cadets. Cadet command positions not appointed as RLs will assist in the administration, maintenance and safety of cadet housing as a part of their command responsibilities

10. CHARACTER

Since the earliest days of recorded history, the requirement for integrity in the military leader has been universally recognized. It is this requirement, which makes military standards and the military life exacting. There is a strong element of integrity in all vocations; but this trait, which is desirable of others, is indispensable to the cadet and the military leader.

10.1 TEXAN CADET CODE OF HONOR

“TEXANS do not lie, cheat, or steal, nor tolerate those who do.”

10.2 PRINCIPLES OF THE HONOR CODE

The ultimate responsibility for the success or failure of the Honor Code rests with the individuals who make up the Corps. The Honor Code of the Corps is based on the principles that a cadet will not lie, cheat, or steal, nor tolerate those who do. Allegiance to the Honor Code supersedes all personal friendships and loyalty.

10.3 CADET OATH

“I, _____, do solemnly swear (or affirm) that I will obey all University articles, the Texan Corps of Cadets Operations Manual, and the directives of my superior officers; that I will be diligent in my studies; that I will hold myself and my fellow cadets to the Texan Code of Honor; that I will remember that to be a member of the Texan Corps of Cadets is a privilege which must be earned every day by my honorable actions; and that I will conduct myself in a manner that will reflect credit on the University and the Corps.”

11. MEMBERSHIP IN STUDENT ORGANIZATIONS / PART-TIME EMPLOYMENT

- 11.1 Cadets are encouraged to participate in University activities and organizations. Further, the Corps recognizes that part-time employment is often a key element in meeting student financial needs.
- 11.2 Corps policy on joining student organizations or accepting employment while at Tarleton State are as follows:
- 11.2.1 Corps functions and activities take priority over all University and student activities except scheduled academic requirements. Part-time work is not an acceptable reason for missing a scheduled Corps event. On a case-by-case basis a cadet may be excused for work, but only with explicit permission from the Office of the Commandant.
- 11.2.2 Cadets are not normally permitted to join any student or cadet organizations during their first semester in the Corps. The only exceptions are participation in religious services or intercollegiate athletics.
- 11.2.3 Transfer students generally follow the same policies as above. However, transfer students may make special requests to the Assistant Commandant that will be considered along with such things as GPA and non-interference basis with cadet training activities.
- 11.2.4 All cadets are responsible for notifying their commanders of any Corps and University organizations (to include clubs, honor societies, Greek letter organizations, service organizations) they are involved in and part-time employment. Cadets should not make financial down payments or payments for extracurricular events that will require their absence from Corps functions until such time as they have coordinated their absence with their chain of command.

12. CADET EVALUATIONS

Comprehensive and accurate evaluations are an integral part of training and development. All cadets are evaluated by the cadet chain of command at a frequency designated by the Office of the Commandant.

13. GROOMING STANDARDS AND ROOM REGULATIONS

The Operations Manual provides cadets guidance for proper grooming standards and room regulations. In general, cadets meet military standards for shaving and hairstyles while in uniform. Cadet rooms will be clean, neat, and orderly at all times.

14. UNIFORM REGULATIONS

- 14.1 The Corps uniform will be worn by all cadets, ROTC and Drill and Ceremony, in accordance with uniform guidelines, as defined in the Operations Manual, under

direction of the Commandant. Cadets will wear the uniform they are authorized based on their cadet status. Cadets in any Corps uniform are subject to inspection at any time.

14.2 Cadets in general, and especially cadet leaders, should inspect and correct other cadets who fail to look presentable when going to class or wearing the uniform. This includes on-the-spot corrections as long as the cadet is not caused to be late to class.

15. RECOGNITION AND AWARD PROGRAM

The Recognition and Awards Program provides incentives to cadets for higher achievements in academics, athletics, leadership, and related activities and rewards these achievements through recognition. These rewards foster unit and individual competition and enhance morale. The Office of the Commandant is responsible for coordinating the guidelines for establishing and administering cadet awards, and evaluates proposals for new awards. Categories of awards include organizational, individual and specialty for outstanding achievement in the various fields of academics, military training, athletics, and extracurricular activities.

16. TIERED DISCIPLINARY SYSTEM

The Tiered Disciplinary System and the procedures associated with its enforcement ensure a fair and standardized system for disciplining those cadets who have committed infractions of University policies or the Operations Manual.

17. MERIT / DEMERIT SYSTEM

The Corps Merit/Demerit System is designed as a tool to measure a cadet's performance against standards.

17.1 Merits: Cadets in the chain of command may issue merits in recognition of performance above and beyond the standard to those cadets who may be carrying a balance of demerits. Merits are awarded for performance that is deemed better than or above that of the expected cadet standards.

17.2 Demerit: A demerit is a unit of measure issued to an individual for unacceptable performance. Demerits are intended to be a cadet's first warning of problematic behavior. Verbal warnings can be used first, but they are not required and should not be expected.

18. FIRST YEAR CADET (duck) KNOWLEDGE

18.1 The purpose of First-Year Cadet “duck” Knowledge is to impart to each cadet the level of information essential to their functioning effectively as a cadet and student at Tarleton, and to gain an appreciation for the tradition, customs, and history of the Corps and the University.

18.2 Cadet “duck” knowledge will be published in a handbook entitled, [*The Chisel*](#).

19. PHYSICAL TRAINING

19.1 The Corps does not have the primary responsibility of physically preparing cadets for military service; that is the responsibility of the respective ROTC detachments. The Corps does have the responsibility to instill good physical fitness practices that will serve cadets well for the rest of their lives.

19.2 The purpose of the Corps physical training is to improve and maintain the overall level of physical fitness, strength, and endurance of every cadet and ensure all cadets are able to pass the required Corps Physical Fitness Test (PFT). The Corps PFT is derived from the U.S. Armed Forces fitness tests. Physical training/exercise for cadets will only be administered in Tarleton Corps PT gear or ACUs. Safety considerations such as terrain and space available will be taken into account before any exercise is given.

20. CORPS HEIGHT AND WEIGHT STANDARDS

All cadets will be weighed in conjunction with admission/readmission to the Corps and at the beginning of each semester and must comply with height/weight standards.

21. OPERATIONS

At the beginning of each academic year, the Corps Commander, in conjunction with the Commandant, Professor of Military Science, and Professor of Aerospace Studies, will formulate a schedule of cadet activities, including drill practice times, formations, and physical training periods. The Office of the Commandant will publish this schedule as a Special Order within the first week of the fall semester.

22. WEEKLY SCHEDULE

In addition to a separately published University calendar, the Office of the Commandant will publish a semester training plan with weekly schedule of events updates, including specific ROTC detachment training. Event specific plans will be prepared, as necessary.

23. HAZING AND HARASSMENT

The Corps is a student organization within a state University and, as such, is subject to both State law and University policies regarding harassment and hazing. Cadet leaders must understand that training techniques employed at military services' basic training or boot camps, ROTC summer camps, federal service academies, or other senior military colleges are inappropriate at Tarleton, if they violate either State law, University policy, or the mission and vision of the Corps. **Harassment and hazing are unacceptable in the Corps and will not be tolerated.**

24. RECRUITING

The purpose of the Corps recruiting program is to organize, coordinate, and direct all cadets in a systematic and personalized effort that ensures all prospective cadets are informed and encouraged to apply to Tarleton State University, participate in Corps recruiting programs, and to join the Texan Corps of Cadets. The Corps conducts an ongoing program to advise high school students about the Texan Corps of Cadets.

25. GENERAL SUPPLY PROCEDURES

No cadet is allowed access to the Corps supply room unless accompanied by a member of the Commandant's staff. Request for Corps equipment (water cans, radios, tug-of-war rope, etc.) must be made in writing at least seven days in advance of the date required.

26. RIFLE STORAGE AND SECURITY

All rifles will be issued and accounted for by serial number. Individuals will sign for their rifles by serial number and a log will be maintained of all assigned rifles by serial number. The Corps Commander or designee will conduct a monthly by-serial-number inventory and inspection of rifles and report results of the inventory to the Office of the Commandant.

27. OFFICE OF THE COMMANDANT UNIFORM POLICY

The faculty and staff assigned to the Office of the Commandant who have a direct supervisory and leadership development role with cadets will proudly wear the uniform related to their military service.

27.1 Uniforms will be worn by instructors to official University and/or Corps events and other duties related to the cadet corps in compliance with Title 10 United States Code, Chapter 45 and applicable service regulations.

27.2 Uniforms will be worn as directed by the Commandant.

27.3 The Provost and Commandant are responsible for assuring that persons required to wear a uniform governed by this policy will comply with all requirements.

27.4 The uniformed staff is expected to uphold the rich heritage and tradition behind the wearing of the uniform. Each uniformed member of the faculty and staff must present a professional military appearance. The uniform must be worn properly, in a well-fitting, serviceable condition and grooming standards will present a neat, military appearance.

Related Statutes, Policies, or Requirements

- [Title 10, United States Code, Chapter 45 – The Uniform](#)
- [Code of Federal Regulations, Title 32, National Defense, Part 110](#)
- [Department of Defense Instruction 1334.01, Wearing the Uniform](#)
- [Army Regulation 670-1, Wear and Appearance of Army Uniforms and Insignia](#)
- [Army Regulation 145-1, Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training](#)
- [Navy Regulations, NAVPERS 15665](#)
- [Air Force Instruction 36-2903, Dress and Personal Appearance of Air Force Personnel](#)
- [Texan Corps of Cadets Operations Manual](#)
- [The Chisel](#)

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